



# Ditidaht First Nation

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## Family and Cultural Activity Coordinator Job Posting

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Job Title:	Family and Cultural Activity Coordinator	Job Category:	Permanent Full-Time 4 Positions – Some will be evening and weekends
Department:	Health and Community Services	Rate of Pay:	\$22- \$26 dependent on qualifications and experience
Location:	Balaats'adt Village, Nitinaht Lake	Posting Date:	Dec 4 <sup>th</sup> , 2024
Reports To:	Manager of Health and Community Services	Closing Date:	Posted until filled.

### Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinat Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

### Position Overview

We are seeking an enthusiastic and dedicated Family and Cultural Activity Coordinator to join our Health and Community Services team. Reporting to the Director of Health and Community Services, the coordinator will work closely with the Family Care and Community Support Workers and the Family Support Team to develop and coordinate regular and ongoing healthy family activities during evenings and weekends. These activities will include cultural crafts, dancing, singing, making regalia, family sports and games, potluck dinners, and other fun family events as identified by families.

The coordinator will also assist in providing immediate and ongoing cultural support to families, children, and youth, including assisting in traditional ceremonies for Ditidaht members and staff. This role is critical in ensuring Ditidaht First Nation perspectives, knowledge, and approaches to wellness and family strengthening are honored in our family and community wellness work.

## Key Responsibilities

- Develop, organize, and coordinate fun, safe evening and weekend programming for youth and families.
- Prepare and share a monthly schedule of activities through the Ditidaht Newsletter, Facebook Page, and Website.
- Identify and engage cultural teachers, healers, craftspeople, singers, drummers, dancers, sewers, and those knowledgeable in traditional harvesting and food/medicine preparation to teach these skills.
- Foster interest and knowledge of Ditidaht history, language, and culture through programming.
- Assist in providing immediate and ongoing cultural support to Ditidaht community members.
- Assist the Family Support team with Ditidaht families and individuals that are in crisis.
- Participate in traditional ceremonies and cultural events for members and staff.
- Offer cultural support to children, youth, and families as requested.
- Promote cross-cultural communication and understanding within the community.
- Work with Family Care and Support Workers on case management and coordination of services and supports for families and youth.
- Support the implementation of the Family Support and Prevention Program to build Ditidaht's capacity to grow healthy families.
- Collaborate with other staff and local leaders to deliver culturally based family and youth initiatives.
- Maintain accurate records of activities and participation.
- Ensure clear judgment and discretion in dealing with confidential and sensitive matters.
- Abide by Ditidaht First Nation Confidentiality Agreement and adhere to Personnel Policy.

## Key Skills

- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to work independently, in a team environment, and with minimal supervision.
- Ability to build and maintain relationships with families, youth, Elders, and community members.
- Ability to promote wellness through culturally relevant activities.
- Strong interpersonal skills and ability to engage diverse groups.
- Flexibility to work evenings and weekends as required.
- Proficiency with MS Office (Excel, Word, PowerPoint, Outlook) is an asset.



## Preferred Qualifications

- *Knowledge of Ditidaht First Nation history, traditions, language, communities, and culture.*
- *Proven ability to lead youth and family activities.*
- *Experience in cultural program coordination, community engagement, or recreation.*
- *Knowledge of family development, community services and supports, and health practices.*
- *Experience working with Elders, youth, and families in a community-based setting.*
- *An acceptable combination of education and experience may be considered.*
- **Note:** *We encourage applications from individuals whose backgrounds may not align perfectly with the qualifications listed but who bring a unique perspective and experience to the role.*

## Other Requirements

- High degree of trust and confidentiality.
- Maintain positive, professional working relations with staff, community, and external agencies.
- Lifestyle consistent with the duties and responsibilities of the position.
- Must demonstrate professionalism while dealing with sensitive issues including tact, discretion, and sound judgment.
- Valid Class 5 driver's license and driver's abstract.
- Clear Criminal Record Check and Vulnerable Sector Check (available upon request).
- Willingness to be office-based in the Nitinaht Lake community.
- Knowledge of the Ditidaht language or a willingness to learn is considered an asset.
- Flexibility to work evenings and weekends as required.

## Core Competencies & Personal Characteristics

### *Core Competencies*

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.
- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.



- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic Initiative:** Seeks and develops opportunities that support the Nation's economic growth and sustainable prosperity, aligning efforts with community goals.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

#### *Personal Characteristics*

- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

#### Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday, and
- 1:00 pm – 8:30 pm, Monday to Friday
- Flexible hours including evenings and weekends as required.

#### Salary and Benefits

- Competitive wage based on experience and qualifications,
- Opportunities for professional development and training.
- Paid time off and sick leave.
- Supportive work environment with a focus on work-life balance.
- Potential for career advancement within the organization.

#### Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:  
Email: [admin@ditidaht.ca](mailto:admin@ditidaht.ca)



Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**General Contact Information**

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