



Cultural Program Assistant

Nimkee Nupigawagan Healing Centre

Job Description Summary

Overview

\$25.00 - \$27.00 per hour

The Cultural Program Assistant supports the Cultural Team in planning, organizing, documenting, and delivering culturally programming for youth at Nimkee Nupigawagan Healing Centre. This role assists with language activities, cultural teachings, ceremonies, land-based learning, and daily program preparation.

The Cultural Program Assistant also helps improve program workflow by organizing materials, maintaining documentation, preparing schedules, and ensuring activities are well coordinated and efficiently delivered.

This position is ideal for an enthusiastic, organized, and motivated individual who is passionate about Indigenous culture and language and who enjoys working with young people in a supportive and respectful environment.

Key Responsibilities

Program Planning and Coordination

- Assist in planning and organizing daily, weekly, and seasonal cultural programming as directed.
- Help develop lesson plans, schedules, supply lists, and preparation checklists as directed.
- Support the Cultural Team in ensuring programming is well organized and delivered smoothly.

Cultural Programming Support

- Assist the Cultural Team in delivering activities and traditional teachings.
- Support land-based activities, teachings and outdoor learning.
- Encourage youth participation and engagement in cultural activities.
- Model enthusiasm, cultural pride, and respectful participation.

Indigenous Cultural Safety & Responsiveness

- Demonstrate a commitment to cultural safety, cultural humility, reconciliation, and anti-oppressive practice.
- Support and uphold Indigenous teachings, protocols, values, and ways of knowing in all aspects of work.
- Build respectful relationships with youth, Elders, Knowledge Keepers, Traditional Counsellors, families, and community members.

- Participate in ceremonies, cultural teachings, and land-based activities in a respectful and appropriate manner.
- Support the revitalization of Indigenous culture, language, identity, and community connection.

Youth Support & Relationship Building

- Build positive, respectful, and supportive relationships with youth.
- Encourage participation, cultural pride, and a sense of belonging.
- Model positive behaviour, teamwork, responsibility, and respectful communication.
- Support youth during activities by providing encouragement, practical assistance, and mentorship.
- Help maintain a safe, welcoming, and culturally grounded environment that supports healing, learning, and personal growth.

Language Revitalization Support

- Assist with incorporating Indigenous language into programming.
- Support youth in learning greetings, songs, vocabulary, and cultural terms.
- Prepare language resources and visual materials.

Ceremony and Event Preparation

- Assist with setting up and cleaning up for ceremonies and special events as needed.
- Prepare supplies, medicines, craft materials, and teaching tools as directed.
- Support Elders, Knowledge Keepers, and cultural staff as needed.

Program Documentation, Administration & Continuous Improvement

- Document programming activities, lessons, participation, and evidence of learning through photographs, notes, activity summaries, checklists, and other approved methods.
- Support the development, organization, and maintenance of lesson plans, activity schedules, inventories, program resources, and teaching materials.
- Maintain organized digital and physical records, photographs, program materials, and cultural resources in accordance with organizational policies and documentation standards.
- Organize and maintain filing systems, templates, checklists, and tracking tools that support effective program delivery and workflow.
- Assist in collecting feedback, participation information, and outcome measures to support continuous quality improvement and cultural program development.
- Support the development of metrics and other tools used to measure engagement, participation, and cultural connection.
- Contribute ideas and recommendations to improve program organization, workflow, documentation practices, and the overall delivery of cultural programming.

Qualifications

- Secondary school diploma or currently enrolled in post-secondary education, preferably in Indigenous Studies, Education, Child and Youth Care, Social Services, or a related field; equivalent lived experience and cultural knowledge will also be considered.
- Strong interest in Indigenous culture, language, and traditional teachings.
- Experience planning activities, organizing materials, or documenting work is an asset.
- Experience working with youth is an asset.
- Knowledge of local Indigenous communities, teachings, and protocols is an asset.
- Valid Vulnerable Sector Check or Broad Record Check or
- Valid Ontario “G” driver’s licence

Core Competencies

- Commitment to learning and supporting Indigenous culture and language revitalization.
- Commitment to cultural safety, cultural humility, reconciliation, and anti-oppressive practice.
- Understanding of Indigenous approaches to healing, wellness, and community care.
- Ability to build trusting relationships with youth, Elders, Knowledge Keepers, and team members.
- Understanding that healing and wellness occur through relationships, culture, ceremony, creativity, and connection to the land.
- Commitment to lifelong learning and personal growth.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work respectfully within Indigenous cultural protocols and teachings.
- Flexibility, initiative, and willingness to support changing program needs.
- Appreciation that healing and learning occur through relationships, culture, ceremony, creativity, and connection to the land.
- Strong organizational and planning skills
- Attention to detail and documentation skills
- Ability to improve workflow and maintain systems
- Positive attitude and enthusiasm
- Strong interpersonal and communication skills
- Creativity and initiative
- Reliability and willingness to learn
- Ability to work collaboratively as part of a team

Working Conditions

- Work takes place indoors, outdoor learning spaces, ceremonial areas, field trips and community settings.
- Involves setting up, organizing, and cleaning program materials.
- Requires standing, walking, lifting supplies, and working outdoors in varying weather conditions.
- Include participation in ceremonies, land-based learning, and community events.

Required Training

- ☐ Accessibility for Ontarians with Disabilities Act (AODA) Training
- ☐ Cultural Competency
- ☐ CPR First Aid
- ☐ ASIST Training/Life is Sacred
- ☐ CPI (Nonviolent Crisis Intervention)
- ☐ Fire Safety Training
- ☐ Fire Extinguisher Training
- ☐ Knowledge Test - Physical Restraints & Non-Use of Mechanical Restraints
- ☐ CCPC Global Accreditation Certification (Support Workers)
- ☐ Infection Prevention Training
- ☐ Hygiene Training
- ☐ Safe Food Handling
- ☐ Serious Occurrence Training
- ☐ WHMIS
- ☐ Workplace Violence Prevention
- ☐ Diversity Training (2SLGBTQIA+)
- ☐ Pharmacology Training

Closing Statement

The Cultural Program Assistant plays an important role in helping to plan, organize, document, and deliver meaningful cultural and language programming. Through enthusiasm, creativity, and strong organizational skills, this role supports Indigenous youth in strengthening their connection to culture, identity, and community. The organization is committed to providing a culturally safe, trauma-informed, and respectful workplace that honours Indigenous ways of knowing, healing, and community care.

EQUITY STATEMENT

Preference will be given to Indigenous applicants (First Nations, Métis, Inuit) in accordance with Section 14 of the Ontario Human Rights Code. Applicants with lived experience connected to healing, recovery, land-based practices, and community are strongly encouraged to apply.