

JOB DESCRIPTION

JOB TITLE	Early Learning and Child Care Cultural Resources Coordinator
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Senior Manager, Education
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Early Learning and Child Care Cultural Resources Coordinator contributes to the development, procurement and distribution of Métis-specific education early learning cultural resource materials to early learning and child care professionals, community and Metis children and families. The position sources culturally relevant activities and materials to support educational programs and connect Métis children and families to their culture. The Early Learning and Child Care Cultural Resource Coordinator is responsible for building and maintaining strong relationships with suppliers, vendors, and Métis artists, as well as negotiating favorable terms.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Coordinates the development and procurement of Métis-specific cultural resources for the Ministry of Education
- Coordinates the Ministry of Education's Cultural Resource Development Project, monitor progress and completion, and ensure project expectations and deliverables are met
- Develops and implement strategies for procuring, storing, and distributing goods or services and maintain inventory levels of Métis-specific education early learning cultural resource materials
- Contributes to succession planning through the creation of comprehensive procedure manuals and instructions, ensuring the continued success of the Métis Early Years Cultural Program
- Supports in developing and implementing a robust sustainability model to drive ongoing program success.
- Sources and engages reliable suppliers and vendors
- Builds and maintains positive long-term relationships with vendors, suppliers and Métis artists.
- Negotiates with suppliers and vendors to secure advantageous terms
- Works with local partners within non-Indigenous community service organizations and institutions to promote cultural competency and awareness
- Coordinates professional learning opportunities to share knowledge about Métis culture and language
- Coordinates the implementation of resources and materials, including coordinating small and large volume mailouts and integrating online tools to increase access for Métis people in B.C.
- Anticipates and solves operational and tactical risks and challenges.
- Facilitates and coordinate additional projects as needed
- Actively participate as a critical member of the Ministry of Education Team to create solutions that advance the successful, efficient, and effective delivery of MNBC Métis early years programs and services

JOB DESCRIPTION

JOB TITLE	Early Learning and Child Care Cultural Resources Coordinator
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Senior Manager, Education
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	August 2024

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None

QUALIFICATIONS

- Diploma in Business Administration¹, Business Management, or a related field from a recognized post-secondary institution.
- Minimum five (5) years' recent, related experience in project coordination.
- A combination of relevant experience, education, and training will be considered.
- Strong knowledge of sourcing and procurement techniques.
- Exceptional talent in negotiating and networking.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)



JOB DESCRIPTION

JOB TITLE	Early Learning and Child Care Cultural Resources Coordinator
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Senior Manager, Education
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	August 2024

- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.