



JOB DESCRIPTION

JOB TITLE	Cultural Specialist
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Senior Manager, Early Learning and Child Care Training and Development
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Cultural Specialist collaborates with Capilano University (CapU) Faculty and other Post-Secondary Institutions to foster a deeper understanding of Métis histories, culture, and ways of knowing and being for Early Childhood Educators. The Specialist oversees the development, revision, and implementation of Métis-focused curricula and educational resources, incorporating Michif language and Métis Core Values. This role involves arranging Elder teachings, culturally relevant field trips, and evaluating Métis content inclusion in collaboration with CapU Faculty. The Specialist identifies curricular gaps, advises on Métis integration, researches resources, and fosters effective communication with various stakeholders.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Creates and facilitates the development, revision, implementation, and continuous updating and improvement of Métis focused curricula and educational resources for Early Childhood Care and Education (ECCE).
- Integrates Michif language and Métis Core Values to the curriculum.
- Connects with Métis Elders and arranges for Elder teachings in the classroom.
- Organizes and prepares culturally relevant field trips for the students and staff.
- Reviews and evaluates the inclusion of con Métis content inclusion practices in Early Years curricula, in collaboration with CapU Faculty.
- Identifies gaps in curricula and/or resources as it relates to traditional Métis history, culture, and way of life.
- Provides guidance to CapU Faculty on identifying the ways to integrate aspects of Métis history, culture, and ways of being that are appropriate for Early Years curricula.
- Researches to find appropriate resources and curricula to improve the quality of Métis content for all students in the ECCE Program.
- Promotes effective communications in cooperation with internal and external staff, management, vendors, contractors, and other government agencies.
- The role of Cultural Specialist is not only to provide guidance on cultural but also to serve as positive role model to live and work successfully within a multicultural community.
- 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's Ministry of Education initiatives.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.



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- 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 Early Childhood Education from a recognized, post-secondary institution.
- Minimum two (2) years of experience in working with families/children in a social service capacity developing and delivering cultural programs.
- Eligible for formal professional or technical registration in the appropriate area of expertise.
- A combination of relevant experience, education, and training may be considered.
- Experience in facilitating and supporting activities within a group setting.
- Demonstrated ability to teach and mentor children, youth and others about traditional practices and their significance.
- Demonstrated appreciation of Métis cultural practices and experiences within education settings.
- Knowledge of and experience with office management systems and procedures.
- Demonstrated ability to effectively communicate both verbally and in writing, ensuring a high degree of confidentiality is maintained.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Demonstrated ability to quickly acquire and expand knowledge and to be flexible in a demanding and dynamic environment.
- 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.



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- **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.)
- **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.