

- languages is a significant asset
- Ability to provide training or host workshops
 - Strong analytical and problem solving skills
 - Strong computer skills
 - Strong customer focus
 - Ability to multitask and meet strict deadlines under pressure
 - Knowledge and experience with Cree entities and their administrative systems is a major asset

PRINCIPAL RESPONSIBILITIES

- Work with school groups that visit Anischaaukamikw Cree Cultural Institute on an ongoing basis.
- Assist the Education Research and Program Officer on the following tasks:
- Development of educational programs for our traveling exhibit
- Presentation of Educational Programming for our traveling exhibit
- Development of educational programs for our permanent exhibit
- Training of tour guides on use of educational programs for the traveling exhibit and on the tour guide script
- Training of tourism operators on their tourism kits
- Developing educational programs for future workshops
- Assist with blogs for ACCI's webpage
- Assist with writing of an article for the AirCreebec Magazine
- Assist with social media posts for Facebook, Instagram and Twitter.
- Coordinates editing, design, and production of interpretative publications with other museum departments.
- Creates school and public programs for a variety of target audiences to be used in both the museum and in local schools in accordance with Anischaaukamikw's mandate and Cree School Board and Ministry programming; coordinates with schools to establish and maintain integrated curriculum.
- Research and develop programs/training and activities for the museum in accordance with Anischaaukamikw's mandate.
- Research and develop educational materials to be used in conjunction with programs/training and activities for the museum in accordance with Anischaaukamikw's mandate.
- Attend staff meetings and make presentations to management team.
- Conduct training as needed
- Collaborate with other educational and cultural organizations on joint projects.
- Any other responsibilities and tasks assigned by the Director of Programs as they relate to Education and public programming

PERSONAL CHARACTERISTICS

- Candidate must be between the ages of 16 to 30 at the time of employment
- Must be a recent graduate (within the past 24 months) from college or university
- Ideal for graduates thinking of pursuing a graduate degree in Museum Studies, Education, First Nation/Aboriginal Studies, and Anthropology.
- Intermediate computer skills required. Candidate should have basic understanding of Microsoft Office programs. Experience with Adobe Illustrator is an asset.
- Candidate should be self-motivated, with a positive attitude.
- Candidate should have good organisational skills.
- Students from Eeyou Istchee are strongly encouraged to apply.
- Self-confidence, optimism, persistence, and stamina
- A disciplined, multi-faceted and organized individual with the personal flexibility to deal simultaneously with a variety of situations
- A direct, clear, approachable and compassionate, with a sense of humour and the capacity to make decisions
- An open, friendly communicator with superior interpersonal skills.
- Excellent computer skills, including familiarity with digital formats
- Strong attention to detail
- Ability to work under tight deadlines
- Commitment to working in a participatory, team-based environment
- Ability to build positive relationships with the organization's partners and supporters

SALARY AND WORKING CONDITIONS

- 6- month Internship position
- \$18.00 per hour
- 35 hours per week
- Suggested start date: October 10, 2017.

Please send your application and curriculum vitae via regular mail, fax or email by *Friday October 6, 2017 at 5:00 pm* to the following address:

Rob Imrie
 Director of Programs
 Aanischaaukamikw Cree Cultural Institute
 205 Opemiska Meskino
 P.O./C.P. 1168
 Ouje-Bougoumou, Quebec
 G0W 3C0

Tel: 418-745-2444 Ext. 2101
 Fax: 418-745-2324

Email: rob.imrie@creeculture.ca

Please feel free to contact Rob Imrie by phone or email if you have any questions about the position.

This employment opportunity is made available through funding provided by Young Canada Works. All applicants must be registered with YCW and meet all eligibility requirements. This position is subject to funding.

We thank everyone that applies, but only the chosen candidates for an interview will be contacted.