

- Ability to multitask and meet strict deadlines under pressure
- A valid drivers license
- Knowledge and experience with Cree entities and their administrative systems is a major asset

PRINCIPAL RESPONSIBILITIES

- Organize workloads, develop work plans, effectively prioritize, and project budgets and schedules.
- 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 Aanischaaukamikw'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 Aanischaaukamikw's mandate.
- Research and develop educational materials to be used in conjunction with programs/training and activities for the museum in accordance with Aanischaaukamikw's mandate.
- Collaborate with outside organizations to create materials for museum programs and assist with design.
- Purchasing supplies for program activities.
- Preparation of operational reports to communicate performance an activities related to Aanichaukamikw's public education programs and activities.
- Attend staff meetings and make presentations to management team.
- 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

- 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

- 7 month contract position
- Salary based on ACCI salary scale, relevant experience and education

Please send your application and curriculum vitae via regular mail, fax or email by *Wednesday August 8, 2018 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

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