

Powwow Coordinator

Contract to September

Batchewana First Nation

Range: \$22.85- \$25.50

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the north-eastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadijwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Position Summary

Reporting under the direct supervision of the Director of Youth Programming, the co-coordinator will be responsible for Batchewana First Nation Powwow. This includes overseeing the organizing, disseminating, and creating to create opportunities where the entire community can come together and involvement in our cultural way of life.

The coordinator will be required to have knowledge and experience in planning events and a strong knowledge of the First Nations culture and history.

Key Duties & Responsibilities

1. Organize and disseminate the Batchewana First Nation Powwow cultural event
2. Develop and maintain associated materials - newsletter articles, signage, handouts, traditional customs and ceremonies etc.
3. Create Powwow regulations
4. Create schedule of events
5. Create a contact list
6. Work with Cultural Committee Members and BFN Programs
7. Create a comprehensive budget for the entire event
8. Create a budget for dancers
9. Recruit a master of ceremonies
10. Recruit drum groups 0758
11. Organize and implement security plans
12. Recruit security
13. Find event sponsors
14. Arrange for special guests and dignitaries
15. Account for all fund expended during the event
16. Create a S.W.O.T. report after the event
17. Recruit volunteers
18. Arrange for group accommodation rates
19. Book and organize vendor sales
20. Create vendor information package
21. Arrange for photography for the Powwow

QUALIFICATIONS & EXPERIENCE:

- Community College diploma or a combination of experience & knowledge.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of traditional health practices, ceremonies, teachings, and protocols as they are related to fostering community wellness.
- Knowledge of both contemporary and traditional methods of intervention, support, and healing that are effective in promoting community, family, and individual well-being.
- Ability to collaborate with other resource persons and to facilitate inter-organizational planning and action among others.
- Ability to deal effectively with difficult clients and conflicting solutions.
- Ability to work effectively with limited supervisor and under stress of deadlines and accountability.
- Exceptional organizational, time management, and interpersonal skills.
- Good verbal and written communication skills.
- Good user level competency in computer software including Microsoft Office; Word, Excel, and Outlook.

CONDITIONS OF EMPLOYMENT

- Favorable Canadian Police Information Check (CPIC) with Vulnerable Sector Check
- Valid G Driver's License and/or access to a reliable vehicle.
- Travel may be required.

How to Apply & Deadline: Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Powwow Coordinator

ALL APPLICATIONS MUST BE RECEIVED BY July 5, 2024 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.