



## JOB OPPORTUNITY

### Cultural Development Officer

At the heart of Anicinabe AKI, Minwashin is a non-profit cultural organization whose mission is to support, develop and celebrate Anicinabe arts, language and culture. As a young organisation, Minwashin wishes to anchor its development and actions in the territory where it is active, the Anicinabe AKI. Acting in the field of Anicinabe arts and culture, Minwashin wishes its vision to be consistent with the cultural realities and specific needs of the Anicinabek people.

### CULTURAL DEVELOPMENT OFFICER

#### Full-time job

Minwashin is looking for a Cultural Development Officer to join its team. Under the supervision of the Director General, the incumbent will coordinate projects in accordance with Minwashin's Action Plan. The Cultural Development Officer will have to travel throughout the Anicinabe territory and meet with community stakeholders and partners.

#### JOB DESCRIPTION

- Organize and coordinate the organization's various events (activities, meetings, cultural events, etc);
- Develop and coordinate several projects in accordance with Minwashin's Action Plan;
- Feed social media, Facebook, Instagram;
- Coordinate the stages of document production;
- Seek and apply for grants and sponsorships;
- Produce reports and any other useful documents required by management;
- Participate in the meetings of the Anicinabe Cultural Circle;
- Assist Anicinape artists and write grant applications for them and for projects;
- Write editorials on Anicinabe culture;
- Conduct interviews with different cultural bearers.

#### REQUIREMENTS

Hold a university degree (Bachelor's degree) or college degree (DEC);  
3 years of experience is an asset.

#### REQUIRED SKILLS AND ABILITIES

- Knowledge of the Anicinabe milieu
- Have a good knowledge of Anicinabe culture and history
- Writing skills

- Be creative
- Efficient management of priorities
- Good quality of spoken and written French and English
- Capacity to work in a development context
- Organizational and project management skills;
- Capacity to work on multiple files at the same time;
- Demonstrate initiative;
- Foster teamwork;
- Proficiency with Microsoft Office suite software;
- Valid class 5 driver's licence.

Please send your application by email to [caroline@minwashin.org](mailto:caroline@minwashin.org).  
or by mail at Minwashin, 155 Dallaire Avenue, Rouyn-Noranda, Quebec J9X 4T3

**Deadline to apply: March 11, 2021, 4:00 p.m.**

Only applicants selected for an interview will be contacted.  
In the event of equal qualifications, preference will be given to an Anicinabe candidate.