



Culture Manager

Purpose

The Culture Manager is responsible for the oversight of the Culture Department, providing strategic leadership and oversight of WMFN's cultural priorities while working closely with the Family Representatives, Council, and other community stakeholders. The role has a critical focus on people leadership and long-term planning and support of the Family Representatives to deliver cultural initiatives that are sustainable, respectful, and appropriately resourced to promote the Nations' culture, language and heritage for future generations.

Responsibilities

People Leadership

- Provide leadership to the Culture Department, including recruitment, selection, training, and performance management to department members
- Support the development of the Culture team through guidance and rotating mentorship opportunities
- Step in as needed to provide support to Family Representatives, while maintaining respectful boundaries for distinct family cultures and their cultural initiatives

Strategic Planning & Governance

- Continue implementation of overarching long-term cultural plan that promotes WMFN with consideration to the different Family Representatives and their individual cultural initiatives
- Create a rolling year-to-year culture plan with future considerations for culture, language and heritage
- Work within governance structures and contribute to decision sheets, Council materials, and other cultural-related initiatives such as community events, workshops, and more
- Support Family Representatives to review and allocate resources and budgets to fit the goals of the Culture Department
- Hold accountability for department outcomes and revise strategy if performance metrics are not met
- Report to Council on a regular cadence

Administration & Operational Oversight

- Acts as the community contact with the Four Pillar Society for the purposes of WMFN's Four Pillars Funding
- Lead proposal and grant writing activities as needed
- Work in collaboration with other WMFN departments to ensure cultural initiatives are integrated across the Nation and the community
- Perform related work as assigned



Competencies and Skills

Knowledge, Skills, and Abilities:

- Innovative & personable leader, capable of building strong, lasting mentorships and relationships across a variety of team members
- Demonstrated experience in coaching and guiding employees through respectful performance reviews
- Able to deal with people sensitively, tactfully, diplomatically, and professionally, always implementing a trauma-informed approach
- Exceptional organization and time management skills
- High level of attention to detail and accuracy
- Ability to calmly and professionally navigate feedback
- Self-motivated, self-starter, adaptability
- Excellent organizational skills and the ability to work cooperatively and independently in a team environment
- Strong verbal and written communications skills and ability to comfortably deal with people from a range of backgrounds in a culturally diverse environment
- Able to work efficiently as part of a team as well as independently
- Understanding of intergenerational effects and impacts of colonization
- Deep understanding of First Nations Community genealogy, traditions, culture and history
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.

Education and Experience:

- Completed post-secondary education in business administration, First Nations studies, or a related field
- Three or more years' experience in a leadership role
- Three or more years' experience in a strategic cultural role
- Demonstrated success in leading cultural programs and initiatives
- Willingness to work flexible hours, including evenings and weekends as needed
- Valid Driver's License
- Experience with Microsoft Office Suite
- Clear Criminal Record Check

Other

- Willing to participate in personal and professional development
- Follow West Moberly First Nations policies and procedures

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the



annual performance evaluation of the Culture Manager.

The Culture Manager may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.

MANAGER TITLE, MANAGER NAME

Date

I have read and understand this Job Description and agree to comply with its requirements.

CANDIDATE TITLE, CANDIDATE NAME

Date