



Community Cultural Coordinator

Position Status: Full-time 35 hrs/week

Location: Blueberry River First Nation in northeast British Columbia

Reports to: General Manager, Grandmother's Greenhouse

About Us

Aso's Danaetl' Adze Kwa, "Grandmother's Greenhouse" primary focus is to be a Nation led supply chain which will include native seeds and seedlings for restoration within Treaty 8 territory. Grandmother's Greenhouse is one of the first ecological restoration start-up companies owned by Blueberry River First Nations (BRFN). With a vision to bring native seeds into the hands of BRFN Members, Grandmother's Greenhouse intends to hire and train Blueberry members to undertake leadership roles within the developing native seed and nursery stock production business.

Role Overview

Reporting to the General Manager, the Community Cultural Coordinator will be responsible for planning and coordinating traditional knowledge transfer opportunities into all operating aspects of seed collection, processing, and member training. The Community Cultural Coordinator will ensure equal opportunity for all Blueberry River First Nation members to participate in training and develop skillsets for long term employment. This position will play an active and supportive role in all greenhouse and seed collection operations ensuring that time is taken to celebrate Blueberry River First Nations culture and hold space for transferring knowledge between generations.

Key Responsibilities

- Coordinates the hiring of BRFN members for seed collection, seed processing, outdoor and indoor plant production
- Ensures proper notice and communication is given to BRFN member for casual and seasonal work opportunities
- Schedules BRFN members for specific job opportunities and training
- Communicates with BRFN members job site information (location, start time, PPE etc)
- Anticipates and manages BRFN member needs (PO's for fuel, per diems, transportation, PPE)
- Ensures daily sign in forms are completed, collected and uploaded electronically
- Ensures weekly timesheets are prepared compiled from the daily sign in sheets and submitted to the General Manager for approval and payment
- Manages cultural inclusion budget as directed by the General Manager
- Builds trusting relationships with BRFN members, listening and speaking on their behalf
- Acts as a liaison and advocates for BRFN member needs in helping refine our operations
- Engages with BRFN youth to ask what cultural information are they seeking to learn
- Engages BRFN elders and invites them to share their traditional knowledge and celebrate their land based culture
- Records information shared during events and provides written summary to the General Manager



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**GRANDMOTHER'S
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- Supports the development of a cultural inclusion strategy to engage BRFN members reconnecting with their culture
- Plans and coordinates cultural events for BRFN members (fireside stories, medicine handling, forest walks etc)

Qualifications

- Passion for the natural environment
- Passion for people and BRFN traditional culture
- Interest in learning about trees and seeds, their propagation, and specific care needs.
- Willingness to work both independently and as a team
- Strong organizational skills and attention to detail
- Strong curiosity and awareness of BRFN traditional culture
- Openness to diversity within BRFN culture
- Strong listening and communication skills
- Ability to adapt to change
- Experience managing and coordinating events
- Positive attitude and excellent oral and written communication skills
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint)
- Good physical condition. Ability to work long hours in adverse weather conditions
- Current valid class 5 driver's license.
- Requires successful completion of a background check and driving record.

Education

- Highschool diploma completion preferred
- An administrative education would be a great asset but is not mandatory.

Working Conditions

- This role will be an office based position however field visits to project sites will be required from time to time.

Benefits

- Extended Health and Dental Care Coverage
- Paid Vacation
- Indigenous Candidates may be subject to tax exemption under the standards for TD1-IN legislation

Compensation

- Salary Range: \$28.37/hr - \$35.46/hr

If interested please submit cover letter and resume to:

HR and Administration Manager
careers@brr.ca