



Cultural Support Worker

Land-Based Learning • Student Events • Community Engagement • Cultural Communications

Employer	Woodland Cree Education Authority (WCFNEA)
Classification	Support staff position
Reports to	Director of Education
Works closely with	Elder-in-Residence and Elders Committee
Primary focus	Land-based learning, student events, community engagement, and cultural communications
Housing	May be eligible for staff housing if available and in accordance with WCFNEA terms

The Opportunity

WCFNEA is seeking a respectful, organized, and community-minded Cultural Support Worker to assist the Elders Committee and Elder-in-Residence in bringing Nehiyaw language, land-based learning, cultural teachings, student events, and community relationships into the daily life of the Education Authority.

This is a practical support and liaison role. The Cultural Support Worker will help turn cultural direction into well-organized activities, communications, records, and partnerships. The position will work with the Director of Education and Elder-in-Residence to connect the technological demands of sharing appropriate work online with the community responsibility of coordinating cultural work across other Woodland Cree First Nation departments.

The Person We Hope to Welcome

- A dependable relationship-builder who listens carefully to Elders, follows cultural direction, and communicates respectfully with children, youth, staff, families, and Nation departments.

- A practical organizer who can help plan land-based experiences, student events, meetings, community activities, transportation, supplies, meals, permissions, schedules, and follow-up.
- A confident user of everyday technology who can prepare documents, calendars, photographs, digital updates, online forms, presentations, and website or social-media content when authorized.
- A person who understands that not all cultural knowledge should be photographed, recorded, uploaded, archived, or shared, and who will seek clear direction before publishing cultural material.

Key Responsibilities

1. Support to the Elders Committee and Elder-in-Residence

- Provide practical, administrative, and logistical support for Elders Committee meetings, activities, teachings, ceremonies, and school involvement.
- Coordinate schedules, meeting notices, agendas, materials, transportation, meals, honoraria documentation, supply requests, and follow-up actions as directed.
- Help the Elder-in-Residence organize classroom visits, student mentorship, staff learning, ceremonies, seasonal activities, and community participation.
- Record decisions and action items respectfully while recognizing that sacred, private, family-held, or culturally restricted knowledge must not be documented.
- Identify emerging needs, conflicts, or protocol questions and bring them to the Elder-in-Residence or Director of Education rather than making cultural decisions independently.

2. Land-Based Learning and Student Events

- Assist with planning and delivering land-based learning days, camps, harvesting activities, seasonal teachings, cultural demonstrations, student celebrations, feasts, and community events.
- Coordinate practical details such as locations, invitations, attendance lists, consent forms, transportation, equipment, supplies, meals, accessibility, weather planning, and clean-up.
- Work with teachers and school staff to connect cultural activities with student learning while maintaining the direction and integrity of Elders and Knowledge Keepers.
- Support student participation, safety, belonging, respectful conduct, and positive relationships during school, land-based, and community activities.
- Follow school safety plans, emergency procedures, supervision expectations, and incident-reporting requirements.

3. Community and Interdepartmental Engagement

- Serve as a communication link among the Education Authority, Elders Committee, Elder-in-Residence, families, community members, and other Woodland Cree First Nation departments.
- Share information about upcoming cultural and educational activities, identify opportunities for collaboration, and help prevent scheduling or communication gaps.
- Support joint activities with departments involved in lands, language, health, youth, recreation, social development, communications, administration, and community events.
- Maintain respectful contact lists and partnership records and ensure that commitments, invitations, requests, and follow-up actions are communicated clearly.
- Represent WCFNEA professionally and respectfully at meetings, school activities, community gatherings, and Nation events.

4. Digital Communications and Cultural Protocols

- Prepare approved online and print communications about cultural programs, student events, land-based learning, and community partnerships.
- Support appropriate use of the WCFNEA website, social media, email, digital calendars, online registration or consent tools, photo libraries, presentations, and internal communication platforms.
- Obtain required approvals, participant consent, and cultural guidance before photographing, recording, naming, publishing, livestreaming, or archiving cultural activities or student work.
- Confirm with the Elder-in-Residence, Elders Committee, or Director of Education what may be shared publicly, what may be shared only internally, and what must remain private or unrecorded.
- Use respectful language, accurate names, appropriate context, and secure file-management practices when handling cultural information, photographs, videos, and student information.
- Help staff and partner departments understand that technological convenience does not override cultural law, consent, privacy, or community protocol.

5. Administration, Resources, and Reporting

- Maintain organized calendars, event plans, task lists, contact information, supply inventories, approved media files, consent records, receipts, and activity reports.
- Help prepare purchase requests, honoraria records, travel information, facility bookings, catering arrangements, and other approved event documentation.
- Track upcoming commitments and provide regular updates to the Director of Education and Elder-in-Residence on activities, needs, risks, and follow-up items.
- Support grant, sponsorship, partnership, and reporting information related to cultural, language, land-based, and community programming when requested.

- Protect confidential student, family, employee, community, and cultural information in all verbal, written, and digital communication.

6. Teamwork and Student Support

- Build positive relationships with children and youth and encourage respectful participation in cultural and land-based learning.
- Work collaboratively with school administration, teachers, support staff, Adult Learning Centre staff, communications personnel, and Nation departments.
- Participate in staff meetings, planning sessions, professional learning, school events, and community activities connected to the role.
- Maintain professional boundaries and refer educational, wellness, behavioural, safeguarding, or cultural concerns to the appropriate Elder, supervisor, or professional staff member.

Qualifications

Required

- Demonstrated ability to work respectfully with Elders, children, youth, families, staff, and community members.
- Understanding of, or a strong commitment to learning, Nehiyaw culture, language, land-based learning, community relationships, and local protocols.
- Experience organizing meetings, activities, events, youth programs, community initiatives, school programs, or comparable projects.
- Strong verbal and written communication, organization, follow-through, discretion, and problem-solving skills.
- Comfort using email, calendars, word processing, spreadsheets, presentations, online forms, photographs, and common web or social-media tools.
- Ability to work flexible hours when cultural activities, student events, ceremonies, land-based learning, or community gatherings occur outside the regular school day.
- Ability to provide required employment screening and maintain confidentiality in a position working with children, youth, families, Elders, and protected information.

Assets

- Knowledge of Woodland Cree First Nation, its families, departments, community events, lands, language, and cultural protocols.
- Nehiyaw language ability or experience supporting Indigenous language revitalization.

- Education or experience in Indigenous studies, cultural programming, education support, community development, communications, event coordination, recreation, youth work, or a related field.
- Experience creating respectful digital content, managing social media or websites, producing photographs or videos, or supporting online registration and communications.
- Valid driver's licence, First Aid/CPR, food-safety training, outdoor or land-based certifications, or experience supporting camps and off-site activities.

Housing

The successful candidate may be eligible for staff housing if a suitable unit is available. Housing is not guaranteed and remains subject to WCFNEA housing policies, availability, and the terms of employment.

How to Apply

Please submit a cover letter and resume describing your experience supporting Elders, cultural or land-based programming, student or community events, interdepartmental coordination, and digital communications. Include contact information for professional or community references. Application information is available through www.wcfnea.ca.

Help connect Elders, students, staff, technology, and community in ways that honour culture and strengthen learning.