



Position: Language & Cultural Manager

Salary: TBD

Hours of Work: 32 hrs

Circulation Level: Level I

Accountability: Social Services Director

Employment Status: 2 years contract

Preferences: MFN Band Members

The Language & Cultural Manager will:

- Lead the development and implementation of programs aligned with MFN's Four Pillars: Culture, Language, Wellness, and Heritage.
- Support planning and development of capital projects, including the construction of a Round House and a Cultural and Language Department.
- Coordinate and facilitate community engagement initiatives including meetings, workshops, and events.
- Develop and oversee the operational framework for the 4 Pillars Department.
- Work collaboratively with Elders, Knowledge Keepers, youth, and community members to ensure culturally relevant programming.
- Prepare and submit timely reports on project status, budgets, and outcomes to leadership and funders.
- Track & report on funds received through the Four Pillars Society and other funders.
- Assist with grant applications, proposal writing, and long-term planning strategies.
- Promote awareness of 4 Pillars initiatives through newsletters, presentations, and community updates.
- Liaise with internal departments, consultants, and external partners to align efforts with MFN's strategic goals.

The Language & Cultural Manager will possess the following qualifications, skills, experiences, and attributes:

- Post-secondary education in Indigenous Studies, Community Development, Project Management, or a related field.
- 2–4 years of experience in community program coordination or capital planning.
- Demonstrated knowledge of Anishinaabe culture, values, and language revitalization.
- Experience working with Indigenous communities and intergenerational groups.
- Experience in reporting, evaluating, and departmental development.
- Valid Class G Driver's License and access to a reliable vehicle.
- Clear Vulnerable Sector Check (CPIC).
- Availability of working evenings and weekends as needed.
- Willingness to sign and adhere to MFN's Oath of Confidentiality.
- Excellent project management, coordination, and facilitation skills.
- Strong written and verbal communication skills, including public speaking and reporting.
- Ability to work independently and as part of a collaborative team.
- Comfortable with Microsoft Office and digital tools for communication and tracking.
- Fluency or familiarity with Anishinaabemowin is a strong asset.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Do not apply through social media.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
P.O. Box 1299 Blind River, Ontario P0R1B0
Attention: Human Resources
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: September 19, 2025

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.