

INDIGENOUS CULTURAL PROGRAM COORDINATOR

OVERVIEW

Cheakamus Centre is seeking a dedicated and culturally grounded individual to join our team as our Indigenous Cultural Program Coordinator (CPC). This key role supports the design, delivery and growth of Indigenous cultural learning experiences rooted in the traditions, teachings, and knowledge of the Skwxwú7mesh People. Programs take place at the Cheakamus Centre teaching Longhouse and surrounding 165ha ecological preserve, providing the ideal setting for hands-on learning experiences. Programs include both day and overnights with students of all ages as well as a growing number of workshops with adult groups. We are looking for a passionate educator and relationship builder who values land-based learning and fostering a highly supportive and collaborative staff team.

KEY RESPONSIBILITIES

- Coordinate and deliver cultural programs with a focus on Skwxwú7mesh teachings, language, storytelling, and traditional ecological knowledge.
- Support a team of 4-5 Indigenous Cultural program staff. Lead on recruiting, onboarding and training of new staff as needed.
- Act as the primary on the ground contact for visiting group leads throughout each program.
- Administrative tasks such as creating group schedules, staff schedules, processing payroll, etc.
- Work closely with Indigenous Elders and Knowledge Keepers to ensure cultural integrity and community guidance are central to all programming.
- Take a proactive approach to risk management and continually monitor programs to ensure students are having a safe and enjoyable experience.
- Maintain and care for cultural resources, program materials, and spaces, such as the Longhouse and teaching shelters.
- Occasionally assist and support other program areas, including the Outdoor School and Field School Programs.
- Other duties as assigned

DESIRED QUALIFICATIONS AND EXPERIENCE

- Experience in facilitating Indigenous cultural education programs or other outdoor experiential education programs
- Experience with working with children and youth, preferably in an outdoor setting
- Experience in a supervisory role
- Demonstrated strong interest in Indigenous cultural teachings and land-based learning
- Knowledge of Skwxwú7mesh (Squamish) and Coast Salish cultural practices and local history an asset
- Excellent communication and comfort with public speaking
- Demonstrated success in problem solving and conflict resolution
- High level of adaptability
- Experience with out-tripping and/or camping style food preparation an asset
- Ability to perform a variety of physical tasks including working outside for long hours, in all weather conditions, some lifting and walking for distances greater than 2 kilometers

PREREQUISITES

- Valid First Aid and CPR certification- Preferred Occupational First Aid Level 2, or Wilderness First Aid equivalent (or willingness to obtain)
- Education in a related field or equivalent knowledge and experience
- Minimum two years' work experience in an Indigenous cultural interpretation/land-based learning/outdoor educational or overnight learning environment
- Current Criminal Record Check, including vulnerable sector

REPORTING RELATIONSHIP

The Cultural Program Coordinator is employed by Listel Canada and reports to the Program Manager.

HOURS

- Salaried position based on a 40hr work week
- Acting as an overnight on-call staff member 1-2 nights per week

JOB TERM & START DATE

- Preferred start date August 25th, 2025
- 4 unpaid weeks off during July/August (If the successful candidate would prefer to have the duration of the summer off, this can be discussed).
- This is a salaried position, with shifts based on program bookings, which requires flexibility and involves morning, day, evening and the occasional weekend hours. A large majority of shifts however are 8:30am-4:30pm, Monday to Friday.

COMPENSATION/BENEFITS

- Annual salary range \$46,080-\$50,000 *depending on experience (48 week term, paid out bi-weekly)*
- Extended healthcare benefits *(following standard probationary periods)*
- Employee discounts at Listel Hotels and Listel owned restaurants

ABOUT US

Located on 165ha of ecological reserve lands in the Cheakamus River Valley near Squamish, BC, Cheakamus Centre is a world-class outdoor learning centre that brings together the values of environmental stewardship and sustainability through place-based learning. We would like to thank the Skwxwú7mesh Nation, upon whose unceded traditional territory Cheakamus Centre resides. We value the opportunity to welcome others to learn, gather and share in nature on this traditional territory. The land Cheakamus Centre is situated on has always been a place of learning for the Ch'iyákmesh people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

Cheakamus Centre is committed to supporting and building a diverse and inclusive workplace community. We welcome and respect the diverse backgrounds, experiences and talents of our staff and believe this contributes to programs that are welcoming, relevant and accessible for learners of all ages.

For more information on Cheakamus Centre, visit our website at www.cheakamuscentre.ca.

APPLICATION DEADLINE

August 1, 2025 or until filled

APPLICATION PROCES



Please email a cover letter, highlighting what interests you most about the role, along with your résumé to Matt at: jobs@cheakamuscentre.ca.

Please include 'Indigenous Cultural Program Coordinator' in the subject line of your email.

If you are interested in Cheakamus Centre's Indigenous Cultural Education programs, but do not have the experience needed for this coordinator position, please inquire about our Indigenous Cultural Program Leader and internship positions. We are happy to provide ongoing training and mentorship for candidates who are a good fit for the program.

We thank you for your interest in employment with Cheakamus Centre. Please note that due to the volume of applicants, only those selected for an interview will be contacted.