

Indigenous Cultural Program Assistant

Full Time Permanent



Salary: \$21.26 hourly

Shift: Monday to Friday with possibility of occasional evenings and weekends shifts offered to meet organizational needs.

Reports to: Indigenous Cultural Program Lead

About 1JustCity

1JustCity supports over 1,200 people each week facing poverty, homelessness, mental health challenges, addiction, and social isolation.

In winter, we operate an emergency warming shelter offering a safe place to sleep, meals, showers, laundry, and evening activities such as movies, games, and culturally relevant programs.

About the Role

The Indigenous Cultural Program Assistant is an entry level position in the organization that wants to learn about our guests and the organization. This position provides mentorship, teaching, exposure to Indigenous Culture, and employment preparedness.

The Indigenous Cultural Program Assistant is a curious, self motivated individual who functions as support staff in the drop-in, helping the space to operate smoothly. They connect with guests and help work towards inter-cultural relationship building and may attend activities in the community with guests. They build compassionate relationships with community members, assist in creating an environment where guests feel safe and welcome, and offer support and connect individuals with other resources that meet their needs.

Responsibilities:

- Assist in making the drop-in a safe and welcoming place for all people.
- Build relationships with community members and offer a consistent, compassionate presence.
- Participate in and/or facilitate Indigenous Cultural Programming, daily drop in activities and events, registration, and meal services.
- Promote the programs and recruit participants.
- You will learn to:
 - Research Indigenous-focused serving organizations to identify what they do and how they may provide service to our guests.
 - Collaborate and connect with people from diverse traditions, faiths, gender identities, and ages
 - Analyze situations and react in a professional manner.
 - Plan and coordinate activities and programs.

- Develop organizational skills and the ability to set priorities.
- Work as part of a team with volunteers and staff and provide leadership and direction where needed.
- Understand the history and present reality of colonialism in Canada with an understanding of the trauma that affects Indigenous people.
- Participate in the journey of Reconciliation
- Proactively manage potentially stressful situations while protecting your own mental health.

What You Bring:

- A genuine ability to connect with people from all walks of life, especially those who may be guarded or in crisis, regardless of sex, religion, culture, gender identification, race, or colour with respect and acceptance.
- Comfort approaching new people, having vulnerable conversations, and patiently earning trust.
- 1–3 years experience in social services or outreach is an asset.
- Post-secondary education in Social Work, Urban & Inner City Studies, or related fields.
- Strong organizational skills and sound judgment under pressure.
- Demonstrated ability to work from a trauma-informed, harm reduction, and anti-oppressive lens, with cultural humility and respect for Indigenous world views.
- Valid Manitoba Class 5 driver's license and reliable vehicle is an asset.
- Skilled in the use of Google Workspace.
- CPR First Aid required.
- NVCI, ASIST, Mental Health First Aid is an asset.
- Some physical work, including lifting, bending, climbing stairs, carrying up to 50 pounds.

1JustCity is committed to employment equity, diversity, and inclusion and to creating a workplace reflective of the community we serve. We encourage applications from all qualified individuals, with a strong priority placed on increasing Indigenous representation on our team. We also welcome applications from racialized and 2SLGBTQIA+ individuals. Accommodations as needed are available upon request throughout the hiring process.

Please submit a resume and cover letter to the attention of the Hiring Committee with the title of the position you are applying for in the subject line. A cover letter should indicate how your experience meets the job requirements. Please include contact information (telephone number and/or email address) in your application. Applications will be reviewed until the positions are filled.

Please apply on Indeed or by email: jobpostings@1justcity.ca.

Applications accepted until the position is filled. We thank everyone for their interest, however only candidates selected for an interview will be contacted.