

**To Honour and Respect: Gifts from the Michi Saagiig Women  
to the Prince of Wales, 1860 Project**

**Employment Opportunity  
Community Engagement Officer: 12 month contract**

**Application deadline:** October 25, 2022

We are looking for an energetic, organised communicator who can liaise with Indigenous communities, organize and support workshops, and be the heart of an extraordinary project.

This role will support Indigenous community engagement with the project *To Honour and Respect: Gifts from the Michi Saagiig Women to the Prince of Wales, 1860*. This project will bring items made in 1860 at Hiawatha First Nation back from England for community visits and activity during an extended loan exhibition at the Peterborough Museum & Archives (PMA) from April to November 2023. This position will be a 12-month contract based on an average of 28 hours per week from November 30 2022 to November 29, 2023 at \$43,500. There will be some flexibility of hours worked and location of work. During some phases of project activity, the postholder will be required to work full time including some evenings and weekends, and to manage events held at the PMA. The Community Engagement Officer will be a key member of the project team in the months leading up to and throughout the exhibition.

The person hired will link the Michi Saagiig Nishnaabeg (MN) communities of Hiawatha, Curve Lake, Alderville, Scugog Island, Mississauga of the Credit, Mississauga First Nation with project and PMA staff staff by:

- informing MN citizens, members of other Indigenous nations, and non-Indigenous people in the Nogojiwanong /Peterborough region about the exhibition and associated activities
- scheduling and booking community/group visits to the exhibition and its associated workshops
- coordinate event logistics, for large and small gatherings
- liaising with PMA staff about bookings
- participating in some PMA-based workshops
- working with PMA/project staff to book project meetings, research sessions, workshops (quillwork and language classes)
- supporting cross-cultural communication about the exhibition and activities
- coordinating tours of the exhibition with the Michi Saagiig youth hired to lead these tours.

The person hired for this position will be an advocate for Michi Saagiig Nishnaabeg and other Indigenous visitors. The ideal candidate will enjoy building and developing relationships with and between the different communities who will visit the long-term exhibition.

**Location:** Flexible work location and schedule for much of this work, but with some scheduled activity requiring the person hired to be at PMA; occasional weekend and evening work required

**Salary:** 12 month contract with flexible hours/ 28 hrs per week \$43,500/ \$32.36 per hour.

**Duration of Contract:** November 30, 2022- November 29, 2023

**Major Responsibilities:**

- Build and strengthen relationships with multiple audiences including MN communities, and other Indigenous and non-Indigenous audiences
- Working with PMA staff, will coordinate and schedule research sessions and workshops and actively manage participant registration
- Event planning and coordination, creating and updating critical paths
- Working with PMA staff, manage events on site at PMA (workshops on cultural knowledge and skills): supporting instructors, registrants, and PMA staff, including venue set up and cleanup, registration, adherence to Covid-19 protocols
- Generating and implementing ideas to boost event attendance, and community engagement opportunities
- With other project team members, supporting youth docents as needed at PMA
- Participate as an active member of event planning committees and attend workshop training sessions and community networking events
- Assist with the development and fulfillment of event budgets
- Inputting, updating (maintaining) and tracking data for the final funding reports
- Responsible for some accounting activities

**Required Experience & Education**

- Strong relationships with one or more Indigenous communities is essential
- Minimum two (2) years experience in events planning, volunteer coordination or project scheduling/management would be an asset
- Experience in the non-profit or charitable sector considered an asset
- Experience with media relations considered an asset
- Experience working with excel database an asset

**Required Skills & Abilities**

- Excellent verbal and written communication skills
- Strong attention to detail and organization (specifically timelines and data management)
- A genuine and authentic connection with people and our purpose, with the natural ability to make others feel your personal care and attention for them
- Demonstrated ability to be a collaborative team player, establishing and maintaining positive working relationships, both internally and externally
- Ability to work independently with minimal supervision at times
- Able to address interpersonal misunderstandings calmly and effectively
- Flexible, able to assess and respond to rapidly shifting priorities and alter plans

**Hours of Work & Working Conditions**

- Successful candidate will be required to complete a police check and online AODA training

- Flexible schedule and work location for much of this work, but with some scheduled activity requiring the person hired to be at PMA; occasional weekend and evening work required
- Valid Driver's License and access to a reliable vehicle/travel is essential
- Successful candidate will be required to provide own laptop

**Please submit your letter of application and resume to:**

**Human Resources [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)**