



**Ndinawemaaganag Endaawaad Inc. (Ndinawe)**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2025-03**

<b>Position:</b>	Knowledge Keeper <i><b>This position is a designated hire where only Indigenous applicants will be considered</b></i>	<b>Program:</b>	Culture Team
<b>Salary:</b>	\$26.45 per hour, DOQ	<b>Positions to be filled:</b>	1
<b>Classification:</b>	Part Time	<b>Hours of Work:</b>	Hours will vary, approx. 20hrs/week
<b>Reports To:</b>	The Oshkaabewis	<b>Closing Date:</b>	Open Until Filled

The Knowledge Keeper will be dedicated to advising and guiding the leadership of Ndinawemaaganag Endaawaad toward a more focused and knowledgeable approach to working with the local Indigenous community. The Knowledge Keeper will provide guidance and support to enhance and develop Indigenous programming that is inclusive to any interested participants. The Knowledge Keeper will be an integral part of the team working to create an inclusive environment of cultural understanding. The Knowledge Keeper will be based in-house, but will also work and represent Ndinawemaaganag Endaawaad out in the community. The Knowledge Keeper assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, and policy standards.

**General Responsibility:**

- Provide guidance to the staff, youth, and community members on culturally appropriate ways of working with and within Indigenous organizations.
- Provide guidance and cultural grounding to staff, youth, and community members.
- Build trusting relationships with staff, youth, and community members.
- Facilitate and/or assist in ceremonies, including protocols of speaking in public, opening prayers, providing blessings, etc.
- Participate and contribute to workshop and training development for youth and staff.
- Create and maintain a positive organizational culture that supports employee and youth participation.
- Follow all policies and procedures as outlined in the Personnel Policy and site-specific manual.
- Provides help and support to the Organization Elders which includes assisting with or leading a range of traditional ceremonies and teachings.
- Maintain a calendar of cultural activities and ceremonies.
- Facilitate and/or support the facilitation of youth access to cultural activities and ceremonies, ensuring that protocols are understood and met.
- Ensure that traditional medicines are gathered, prepared, identified, and stored.
- Develop and maintain positive relationships with youth accessing all Ndinawemaaganag Endawaad Inc.’s programs and sites emphasizing trust, respect, and active engagement.
- Respond to sensitive and confidential situations with professionalism, confidentiality, and respect.
- Work in collaboration with Ndinawemaaganag Endawaad Inc.’s Cultural Team including Cultural Support Workers and Elders.

- Ensure appropriate documentation of interactions with youth, logbook documentation, and incident reports as required.
- Attend staff meetings and participate in staff development as directed by the Elders.
- Act as an encouraging, supportive, and motivating role model for youth.
- Maintain the cleanliness of cultural space by participating in the general cleanup.

**Qualifications Required:**

- Must be an Indigenous Knowledge Keeper with the respect and recognition of their own community and other communities in Manitoba for such attributes as having knowledge of their traditional teachings and carry themselves according to those teachings
- Knowledge of Indigenous cultural practices and protocols is required; Local knowledge is an asset.
- Extensive knowledge of the history and culture of the Indigenous peoples of Manitoba.
- A working knowledge of an Indigenous language is desirable.
- Must have the ability to develop rapport with youth and be seen as a source of guidance in ways that will encourage and support youth by maximizing promotion of learning about cultural ways.
- Comfortable in an environment that includes individuals who use/misuse substances and are resilient, living in vulnerable conditions.
- Knowledge of agencies, programs, and supports for the Indigenous community serving Indigenous youth.
- Proven success working within a team of both Indigenous and non-Indigenous members.
- Comfortable with public speaking.
- Be a good role model and mentor.
- Be actively involved in their community.
- Be a good listener, a good communicator, and be empathetic.
- Be committed to working collaboratively with youth, employees, and community.
- Other qualities considered to be an asset: trusting, approachable, kind, accepting, calming, sense of humour.
- Computer skills considered an asset.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Manitoba Class 5 Drivers License.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Attention: Human Resources  
 Ndinawemaaganag Endaawaad Inc.  
 650 Burrows Avenue  
 Winnipeg, MB R2W 2A8  
 Email: [recruitment@ndinawe.ca](mailto:recruitment@ndinawe.ca)

**\* As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self-identify in their cover letter.**

**We thank all applicants for their interest; however, only those candidates selected to an interview will be contacted.**