



PROJECT COORDINATOR/CONSULTANT

Update to the Muskoday First Nation Community Cultural Plan.

Position Type: Contract

Location: Muskoday Elders Lodge, Muskoday, Saskatchewan

Contract Duration: Nov 2025 – Sep 2026.

Disclaimer that the Term may be shortened upon early completion or as directed by management.

Introduction

Muskoday First Nation invites qualified consultants to lead the update of our Community Cultural Plan, a living document guiding the protection, celebration, and growth of Muskoday's language, traditions, and cultural identity.

The plan will be shaped by community voices, Elders, Knowledge Keepers, and youth, reflecting Muskoday's cultural strengths, priorities, and evolving vision for language revitalization, arts, and heritage preservation.

Project Objectives

The consultant will:

- Review and assess the current Community Cultural Plan.
- Engage the community to identify progress, gaps, and new priorities.
- Update goals, strategies, and implementation actions.
- Ensure the revised plan aligns with Cree values, governance, and community aspirations.

Scope of Work

Review Current Plan: Evaluate achievements, challenges, and opportunities.

Community Engagement: Facilitate culturally appropriate engagement with Elders, Knowledge Keepers, youth, and families.

Update Plan: Integrate findings into a revised, actionable plan aligned with Muskoday governance and cultural goals.

Present Plan: Share draft and final plans with Chief and Council, Elders, and the community.

Key Responsibilities

- Manage project timeline, deliverables, and budget.
- Coordinate with Chief and Council, Cultural Advisory Committee, Elders, and community members.
- Facilitate meetings, workshops, and community sessions following Muskoday cultural protocols.
- Update goals, strategies, and actions, including language revitalization, heritage preservation, and cultural sustainability.
- Develop an implementation framework and present final plan for community validation.

Cultural Protocol & Community Expectations

- Follow nêhiyaw (Cree) values and Muskoday protocols.
- Seek guidance from Elders and Knowledge Keepers and respect their contributions.

- Include Cree language and traditional teachings where appropriate.

Cultural Protocol & Community Expectations Continued

- Maintain confidentiality of sacred or sensitive cultural knowledge.
- Participate in community events to foster trust and understanding.

Qualifications

Education & Experience:

- Post-secondary education in Indigenous Studies, Cultural Planning, Community Development, or related field.
- 3–5 years experience in community-based or cultural planning, ideally with First Nations.
- Experience facilitating engagement respecting Indigenous protocols and project management.

Skills:

- Knowledge of Cree culture, language, and governance.
- Strong facilitation, organizational, and communication skills.
- Ability to synthesize perspectives into practical strategies.
- Excellent writing, analysis, and presentation skills.

Deliverables

- Project Work Plan & Engagement Strategy
- Assessment Summary of Current Plan
- Draft Updated Cultural Plan
- Final Plan with Implementation Framework
- Presentations to Chief and Council and Community

LOCATION:

Muskoday First Nation is located 24 kilometers southeast of Prince Albert, SK. On highway #3 South.

POSTING ENDS DECEMBER 3RD, 2025

Candidates interested in this position are asked to provide a Cover Letter, Resume & three (3) Professional References to:

**Ernie Dreaver – MFN Human Resources Officer
PO Box 99, Muskoday, Sk.
S0J 3H0
Fax: (306) 764-7272
Email: resume@muskodayfn.ca**