SaskCulture

Outreach Consultant

Two-Year Term Position

Job Description

**JOB SUMMARY:**

Reporting to a Program Team Supervisor, the Outreach Consultant works with the SaskCulture staff team to develop, promote, deliver and evaluate a variety of programming and services designed to actively engage communities and increase participation in cultural activity in Saskatchewan. As part of SaskCulture’s Program Team, the Consultant will promote and support the delivery and development of the organization’s funding programs available through the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation. The consultant will work to advance and support Truth and Reconciliation throughout SaskCulture’s network, and support Inclusion, Diversity, Equity and Access (IDEA) in SaskCulture’s own programs and services, as well as throughout the cultural ecosystem in the province.

**JOB RESPONSIBILITIES**:

As a member of the SaskCulture staff team, the position works closely with a Supervisor and other team members, within the Ends and Executive Limitations, established by the Board of Directors and interpreted by the CEO, to effectively develop, deliver and evaluate SaskCulture’s programs and services. The Outreach Consultant will:

1. Work within SaskCulture’s planning framework to plan, implement, coordinate, evaluate and recommend strategies for the effective delivery of SaskCulture programs, by:

Continuing to make progress in strengthening Inclusion, Diversity, Equity and Accessibility within SaskCulture’s programs and services.

1. Develop and maintain connections and engagement with partnerships and stakeholders, and strengthen connections with underserved, equity-denied communities and community organizations, to support linkages to SaskCulture’s strategic initiatives.
2. Develop and monitor budgets, written reports and informal research to support granting initiatives.
3. Collaborate as a team player to and assist in the delivery of funding programs and associated administrative tasks .
4. Develop and monitor budgets to support outreach and granting initiatives.
5. Develop and review policies and procedures related to the delivery of programs and services.
6. Conduct informal research on delivery methods and new initiatives.
7. Develop and maintain partnerships and networks within cultural communities and/or outreach areas.
8. Contribute to the development of relationships with cultural and community leaders on behalf of SaskCulture through ongoing consultation and outreach activities throughout the province.
9. Work with cultural communities and organizations that are supported through the shared initiatives of the Sask Lotteries Trust Fund, and with communities and organizations who are currently underserved, to assist them with the cultural components, development and evaluation of their programming.
10. Assist in the development and maintenance of contracts/agreements with partnering agencies to ensuring requirements are met and mutual objectives are achieved.
11. Conduct needs assessments to identify and develop education and training opportunities that support the advancement of inclusion, diversity, equity and accessibility in communities in Saskatchewan.
    1. Build awareness of culture and cultural programs through participation/membership in other organizations, direct contact within the cultural community, and attendance/presentations at various events.
    2. Work with SaskCulture’s staff team in the areas of communication, planning, programs and service delivery to ensure that the organization is culturally knowledgeable and responsive.
    3. Work with SaskCulture’s staff team to assess, develop and support educational and learning opportunities to assist the cultural community of Saskatchewan.

**Knowledge, Skills and Abilities:**

The incumbent requires skills in program management, organizational development, non-profit management, community engagement, planning, needs identification, customer relations, strategic thinking, problem-solving, communication, facilitation, budgeting, and evaluation. Knowledge of the diverse cultural communities is also required.

**Key Core Competencies:**

* ***Intercultural Competency***: Must have the experience and ability to understand a diversity of cultural values, behaviors, attitudes and practices and be able to work effectively cross-culturally and be proficient in integrating diverse peoples, worldviews, traditions and experience into SaskCulture’s strategic directions.

Must be able to contribute to the integration of diverse perspectives and worldviews to support an inclusive work environment within SaskCulture, as well as practicing culturally informed, inclusive and equitable processes in the delivery of programs and services to communities in Saskatchewan.

Must be familiar with the histories, cultures, traditions and beliefs of First Nations and Métis people impacted by colonization and be proficient in integrating Indigenous peoples, worldviews, traditions and experience into SaskCulture’s strategic directions.

* ***Community Aware and Focused:*** Must have knowledge of the cultural needs of diverse cultural groups, organizations, individuals and communities, as well as familiarity with SaskCulture’s membership, stakeholders and volunteers, and have commitment to provide responsive services that evolve with changing needs. Must work respectfully within a diverse and multidisciplinary environment. Understanding of trust-based and participatory community engagement would be an asset.
* ***Team-Orientation***: Must be committed to being a team player and working to meet team goals. Must effectively manage conflict and support consensus building. Committed to fostering effective teamwork, both within SaskCulture and between the organization and its stakeholders.
* ***Communication***: Must be able to accurately convey and listen to information in sensitive situations. Must be able to synthesize and paraphrase opinions of diverse audiences with clarity, professionalism and cultural sensitivity, in both written and verbal contexts for both internal and external audiences.
* ***Leadership***: Must be willing to share areas of competence with others. Must be willing to encourage the meaningful contribution of others. Must show personal leadership within the position, through setting priorities and consistently meeting timelines.
* ***Strategic Thinking/Problem-Solving***: Must be a creative problem solver with the ability to anticipate upcoming opportunities and challenges to achieve required outcomes. Must be able to use innovative approaches to develop supportive systems and processes. Must be willing to participate in the ongoing change process required of an organization that values the cultural community.
* ***Group Presentation Skills:*** Must be skilled at organizing and presenting information in such a way that others are encouraged to provide feedback and freely express their opinions.
* ***Organizational Skills:*** Must demonstrate strong organizational skills with the ability to plan, set priorities, and meet timelines consistently.

**Job Specific Competencies:**

* ***Cultural Knowledge***: Must have knowledge of cultural communities and cultural non-profit communities in Saskatchewan with a commitment to providing responsive services that meet their changing needs.

Must work respectfully within an environment of many cultures as well as a multidisciplinary environment.

Must be informed to current trends, demographics and broad social realities that effect numerous cultural groups, diversities and cultures.

Requires a general knowledge of cultural activity in the province, as well as the role of the SaskCulture and the organizations that make up the cultural community.

Must be familiar with, and uphold, SaskCulture’s principles and values as outlined in its constitution.

* ***Community and Organizational Development***: Must have knowledge of the organizational structures of the non-profit community, and the volunteer sector, and demonstrate the ability to employ community and organizational development strategies as an Outreach Consultant for SaskCulture.
* ***Grants Administration & Development:*** Must have knowledge and understanding of grant/funding programs, grant writing skills, and ability to evaluate the effectiveness of programs to strategic goals. Must be familiar with operational and project-based funding programs. Understanding and awareness of community based participatory grant making practices is an asset.
* ***Community Development:*** Must be familiar with community development models and processes.
* ***Facilitation Skills***: Must be knowledgeable in working with groups in a culturally sensitive manner as well as with processes for reaching agreements.
* ***Program Coordination:*** Must have knowledge ofprogram [planning](http://en.wikipedia.org/wiki/Planning), [organizing](http://en.wikipedia.org/wiki/Organizing), and [managing](http://en.wikipedia.org/wiki/Managing) [resources](http://en.wikipedia.org/wiki/Resources) in bringing about the successful completion of specific project goals and objectives.
* ***Project Planning and Evaluation:*** Must have experience and skills in project planning, partnering, scheduling, budgeting, and evaluation for initiatives designed to meet the needs of SaskCulture and its partners.
* ***Attention to Detail***: Must be detail-oriented and precise with the ability to review documents and plans in detail to ensure accuracy, complete information and timelines.
* ***Information Technology Skills***: Must be familiar with and have a good working knowledge of computer software programs; word processing, databases, spreadsheets and the Internet.
* ***Travel and Time Requirements:*** Must possess a valid Class 5 license and be able to regularly travel throughout the province of Saskatchewan. Must be able to work variable hour schedules.

This position offers a competitive, annual salary starting at $80,388, plus benefits.

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