Telephone: (306) 236-5654
Fax: (306) 236-6301

8003 Flying Dust Reserve
Meadow Lake, Saskatchewan
S9X 1T8

Meadow Lake Tribal Council

Legacy Project Coordinator
Term - Employment Opportunity

MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.

- *This competition is open to all applicants; and*
- *Preference will be given to qualified First Nations applicants or other Indigenous applicants who self-declare as being a First Nations person or of other Indigenous ancestry.*

MLTC Health & Social Development Department is seeking dynamic, motivated individual to fill 1 full-time, term position of a Legacy Project Coordinator. The Legacy Project coordinator is responsible for leading the documentation and preservation of lived experiences from Meadow Lake First Nations Members through film, written publications, and multimedia storytelling. This is a **non – clinical role** that does not provide counselling but instead focuses on:

- Leading a documentary focused on Murdered and Missing members.
- Complete a film and/or book.

Duties (include but not limited to):

- Community Engagement and story collection. Trauma-informed interviews, building relationships, ensure supports are available.
- Gathering local knowledge/research regarding murdered and missing registry within the MLFN's.
- Project-Based Storytelling – Planning, Content Development, Production, & Outputs.
- Work with communities and families for consent – Document stories respectfully.
- Maintain individual records of claimants, and the counselling services provided ensuring that the records are kept secure, safely locked and stored means to ensure confidentiality of the records.
- Maintain accurate record of activities, provide monthly and quarterly reports.
- Plan and prepare trainings and conference events.
- Partnership and Promotion – work with publishers, film production partners, support screenings and book launches.
- Other duties assigned

Qualifications:

Minimum

- Experience with working in the MLFN's and storytelling.
- Transcribing storytelling into film and book.

Preferred

- Degree in Education
- Cultural humility, compassion, and respect for indigenous ways of knowing.

- Clear understanding of scope of practice and when to refer
- Skilled in documentation, organization, and team collaboration.

Other

- Be familiar with and understand land-based knowledge, First Nation barriers/issues/culture and understanding the intergenerational traumas.
- First Nation language, culture and traditional practices are an asset.
- Recognized knowledge and understanding of the Meadow Lake First Nations, beliefs, culture, and traditions to addressing mental health wellness.
- Working with the publisher to format books and media for the film.
- Proficient with computers, i.e., Microsoft Office: Word, Excel, PowerPoint, Outlook, etc.
- Ability to travel extensively and possession of a valid driver's license.
- Ability to speak Cree/Dene is considered a valuable asset.
- Working with minimal supervision/independently and within a team setting.
- Excellent organizational skills, interpersonal skills, and communication skills
- Initiative and adaptability; Prioritizing multiple demands

Interested applicants are invited to submit: A letter of application, resume stating qualifications, related work experience, copies of credentials, recent RCMP Security Clearance (Criminal Record Check with Vulnerable Sector Check), copy of valid driver's license, and three (3) recent professional ***supervisory*** references.

Options to apply:

1. Apply online at: **https://www.mltc.net/employment/**
2. Email application to hrdepartment@mltc.net
3. Drop off your application at the MLTC Main Office
4. Fax your application to 306-236-3509

For more information, please contact *The Director of Community Wellness* at (306) 236-5817 or if you are having trouble with applying, please reach out to the HR Department at hrdepartment@mltc.net

Deadline: Friday, November 13, 2026

MLTC sincerely appreciates and thanks all individuals for their applications, however, only those selected for an interview will be contacted.