**Employment Opportunity**

**Akwesasne Cultural Center**

**Job Title:** Library Clerk - Cultural Educator

Part Time 30hrs per week

**Job Summary:**  
This role combines library duties with the responsibility of promoting and preserving Indigenous cultures and knowledge. The person in this position will help run library services and also support programs that teach Indigenous history, language, and traditions to the community.

**Key Responsibilities:**

1. **Indigenous Cultural Education:**
   * Work with Indigenous educators and community leaders to create programs that teach about traditional knowledge, history, and skills.
   * Organize language classes, storytelling sessions, and cultural workshops to engage the community in learning.
   * Assist in developing educational exhibits, displays, and publication materials that reflect Indigenous viewpoints and knowledge.
2. **Library Duties:**
   * Locating material
   * Checking In/Out Books
   * Requesting material from member libraries
   * Signing up patrons with new or replacement library cards
   * Shelving returned materials
   * Processing holds requests
   * Answering telephone calls and emails
   * Providing technological help on computers, copier or fax machine
   * Basic cash tendering
   * Opening and closing the library
   * Maintain and organize our archives and collections

**Qualifications and Skills:**

* **Education and Experience:**
  + High school diploma is preferred but not mandatory.
  + Experience working with Indigenous communities is a plus.
  + Familiarity with library systems and services is helpful.
  + Experience organizing educational programs is an advantage.
* **Skills:**
  + Strong interpersonal and communication skills, the ability to engage and work collaboratively with Indigenous community members, elders, educators, and families.
  + Ability to provide quality Patron/Community support.
  + Organizational skills for managing library tasks and cultural programs.
  + Comfortable using software, technology, and social media.

**Application Process:**

Applicants must clearly outline that they meet the qualification requirements on their resume.

Applicants must submit letter of interest, resume, supporting documents (certificates, degrees, licenses) and proof of native preference eligibility (Tribal Identification Card or Status Card or letter) by mail to Justin Cree, Director, Akwesasne Cultural Center, 321 State Route 37, Akwesasne, NY 13655 or by email: justincree@akwesasneculturalcenter.org.

**Indigenous Preference Policy**

The Akwesasne Cultural Center strives to be an equal opportunity employer dedicated to the policy of nondiscrimination based on race, sex, marital status, sexual orientation, religion, national origin, age, physical disability, veteran status or any other non-job-related factor. Among qualified applicants, the Akwesasne Cultural Center will give preference to the qualified Indigenous applicant.

**Interview**

Testing in the applicable skills will be required as part of the interview process. Only qualified candidates will be contacted for an interview.

**The job posting will remain open until the position is filled.**

