

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

HYBRID INDIGENOUS KNOWLEDGE AND CULTURE SPECIALIST

Temporary Full Time (12-month contract)

Job ID: C16-26

Location: Remote and Museum of Dufferin- 936029 Airport Rd, Mulmur

Job Type: Temporary Full Time (Non-Union)

Deadline to Apply: 4:30 p.m. on March 13, 2026

Vacancy Type: Current Opening

The Indigenous Knowledge and Culture Specialist is dedicated to presenting a balanced account of Dufferin history by showcasing Indigenous history, art, and cultures from authentic Indigenous perspectives. This role involves researching and interpreting the museum's collection of Indigenous artefacts, assisting in the curation of a new permanent exhibition for the Main Gallery and exterior grounds, and collaborating with the Programming Department to integrate Indigenous knowledge into educational and outreach programming. The Specialist will engage with Indigenous communities and museum staff to address the Truth and Reconciliation Commission's Calls to Action related to education and lead efforts to promote a culture of inclusion.

The County of Dufferin is committed to equity, reconciliation, and the meaningful inclusion of Indigenous peoples in our workforce. We encourage applications from qualified Indigenous (First Nations, Métis, or Inuit) candidates. Preference will be given to Indigenous candidates as part of a special program established under Section 14 of the Ontario Human Rights Code. Applicants who wish to be considered for Indigenous preference are asked to complete a voluntary self-identification survey and, if selected for the role, to provide documentation confirming their Indigenous identity. Verification of Indigenous identity and consent to retain a confidential record of verification is required to receive preference in the hiring process. This position is funded through the Museum Assistance Program – Indigenous Heritage Stream, this role requires lived experience, cultural knowledge, and community connection to support the preservation, revitalization, and sharing of Indigenous heritage. The candidate should thrive in collaborative environments, actively engaging with donors, scholars, and external communities, and welcoming interactions with diverse audiences. This role will ensure that the interpretation of the Indigenous collection and the history of Indigenous peoples in Dufferin County reflects multiple voices and inclusive narratives.

What we can offer YOU!

- A competitive hourly wage of \$40.88 (January 1, 2025 Non-Union Pay Grid);
- Eligible to enroll in OMERS pension plan
- Hybrid work arrangements
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Works collaboratively with the Curatorial team to review and update catalogue records for objects with Indigenous heritage and recommend appropriate storage methods, handling practices, and uses
- Makes Indigenous heritage available through publishing finished catalogue records on the digital collections database
- Assume a key role in the program of repatriation of objects of cultural patrimony and sacred items
- In collaboration with other employees, provides an Indigenous lens to the development of exhibitions, where applicable
- Research and writing of text panels and labels related to Indigenous history and culture
- Engaging with Elders and other stakeholders to present the history of Indigenous peoples in Dufferin County from an Indigenous perspective

- Using the permanent exhibition, work with the program department to create a tour script that addresses Indigenous history in Dufferin
- Facilitates active engagement with Indigenous communities and organizations to assess needs and opportunities for partnership and collaboration.
- Develops and maintains meaningful, trust-based and ongoing relationships with Indigenous organizations and communities.
- Maintains visibility and availability among Indigenous communities
- Assists in the development and implementation of internal capacity building in support of Truth and Reconciliation
- Assists the Museum Services Manager to identify any possible funding and grant opportunities for further projects involving Indigenous heritage and culture

What you'll bring

- Certificate or diploma in Reconciliation Studies, Indigenous Studies, Archaeology, Anthropology, History, Aboriginal Canada Relations, Indigenous Perspectives Designation, or related field
- At least 3 years of experience engaging and building relationships with Indigenous communities, Indigenous organizations, and First Nations.
- Project coordination experience, including planning, development, implementation and evaluation.
- Ability to work collaboratively with a wide range of people, including people with lived and living experience.
- Experience in document preparation, research and project reporting
- Ability to engage in active processes that aim to identify and eliminate anti-Indigenous racism and colonial practices and structures and work in partnership to help change systems, organizational structures, policies, practices and attitudes
- Demonstrated understanding of the complexities involved in cultural heritage collections and exhibitions
- Experience writing for a public audience
- Ability to conduct research using primary and secondary sources
- Strong organizational and problem-solving skills
- Knowledge of the history of Indigenous Peoples in Ontario
- Valid Class G driver's license and access to reliable transportation required
- Valid criminal record check including the vulnerable sector screening is required

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

This recruitment process will include participation from Indigenous community representatives as part of our commitment to reconciliation and inclusive hiring.

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.



We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by March 19, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US



Self-Identification Survey

Position: INDIGENOUS KNOWLEDGE AND CULTURE SPECIALIST

The County of Dufferin is an upper tier municipality, and as an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

While this position is open to all applicants, preference will be given to Indigenous candidates in accordance with our special hiring program under **section 14 of the Ontario Human Rights Code**. If you identify as Indigenous and wish to receive hiring preference, please complete the following self-identification survey. If you are selected for an offer based on this preference, you will be required to provide verification of Indigenous identity prior to finalizing your employment.

All information collected will be treated confidentially and used only to confirm eligibility for hiring preference.

Do you self-identify as Indigenous to Canada (First Nations, Métis, or Inuit)?

- Yes
 No
-

Verification of Indigenous Identity Will Be Required if Preference is Given

If you are selected for an offer based on Indigenous hiring preference, you will be required to verify your Indigenous identity¹. Please confirm that you understand this requirement:

- I understand that if selected based on Indigenous hiring preference, I will be required to verify my Indigenous identity.**

Consent to Retain This Information

I consent to the County of Dufferin retaining this completed self-identification form as part of the recruitment process. I understand that:

- If I am not hired, the form will be retained for at least **three (3) years** and then securely destroyed;
- If I am hired, the form may be retained as part of the confidential hiring file, according to The County of Dufferin's privacy and records retention policies.

¹ Acceptable forms of verification include any of the following:

- Indian Status Card
- Inuit Beneficiary Card
- Northwest Territories Land Claim Settlement Beneficiaries
- Confirmed Alberta Métis Settlement Members
- Northwest Territory Métis Nation Membership
- Métis Nation citizenship as affirmed through the registry of Métis Nation British Columbia, Manitoba Métis Federation, Métis Nation Saskatchewan, Métis Nation of Ontario, or Métis Nation of Alberta
- Membership in a historic First Nations, Inuit or Métis community recognized as independent and rights-bearing by a provincial or Canadian federal government
- Congress of Aboriginal Peoples (CAP) Affiliate Membership
- For Non-Status Indians, recognition of an individual can be verified through a First Nation Citizenship process, Membership Code or traditional, community-developed process.

I do **NOT consent** to retention of this form. I understand that if I do not consent to retention, I will not be eligible for Indigenous hiring preference.

Privacy Notice

This information is collected under the authority of The County of Dufferin's staffing policies and will be used strictly to determine eligibility for Indigenous hiring preference.

You may request access to or correction of your personal information at any time by contacting hr@dufferincounty.ca. Please contact hr@dufferincounty.ca for all privacy-related questions.

Declaration and Signature

I confirm that the information I have provided on this form is true and accurate to the best of my knowledge. I understand that false claims will result in disqualification from the hiring process.

Name: _____

Signature: _____

Date: _____