

Indigenous Knowledge & Engagement Coordinators

Job Title

Indigenous Knowledge & Engagement Coordinator

Effective Date

Beginning of September. This contract ends March 31, 2023 with the possibility of an extension.

Summary

The Centre for Indigenous Environmental Resources (CIER) is seeking to hire **two** Indigenous Knowledge & Engagement Coordinators for contract positions. Reporting to CIER and partnering with Environment and Climate Change Canada (ECCC), each of the Indigenous Knowledge & Engagement Coordinators are responsible for tasks related to the following two areas of work:

- Coordinating engagement with Indigenous communities to support them with Indigenous Knowledge (IK) related work. The Coordinators will also be working with communities to support the braiding of IK into recovery planning documents for the *Species at Risk Act* (SARA).
- Coordinating terrestrial species at risk related engagements with Indigenous communities in British Columbia, documenting information from these engagements, reporting and maintaining databases.

Duties and Responsibilities

General

- Planning communication and outreach strategies to engage Indigenous communities
- Guiding engagement processes by informing Indigenous communities of the *Species at Risk Act* (SARA) and supporting communities wishing to provide ECCC with information about their interests and/or concerns, Indigenous knowledge, or other information relating to species at risk
- Building and maintaining relationships with Indigenous communities and other Indigenous organizations to promote information sharing
- Preparing briefing notes, presentations and reports and engagement materials
- Documenting the processes of engagement and/or accommodation between CIER/ECCC and Indigenous communities
- Developing and maintaining engagement databases

Specific to Indigenous Knowledge

- Researching and reporting on Indigenous Knowledge initiatives across British Columbia
- Coordinating meetings with Indigenous communities in British Columbia
- Promoting Ownership, Control, Access and Possession (OCAP) principles in all engagement activities
- Supporting interested communities with collecting Indigenous Knowledge (e.g., arrange meetings, take notes, interview).

Specific to Engagement

- Coordinating and leading information sharing on behalf of CIER with Indigenous communities and other Indigenous organizations in British Columbia in order to consolidate work and avoid duplication of effort
- Coordinating and leading information sharing sessions with Indigenous communities and organizations to support their involvement in SARA listing and recovery planning activities

Working Conditions

Given the virtual nature of CIERs work, the successful candidate must have access to a secure and reliable internet connection and a laptop with fully functional WIFI capability. A valid class 5 license is required. This position might include travelling to remote communities (when it is safe to do so).

Employment Requirements

Education	Bachelors or Master's degree in a relevant social science (anthropology, sociology, law, etc.) with experience directly relevant to the scope of this position (I.e. a combination of post-secondary education or training and relevant work experience may be considered).
Experience	<ul style="list-style-type: none">• Experience working within Indigenous organizations or with Indigenous Knowledge traditions.• Experience working with or for Indigenous communities to deliver community-driven projects and programs.
Knowledge	<ul style="list-style-type: none">• Knowledge and familiarity with OCAP principles.• A strong understanding of Indigenous histories, Aboriginal Rights and Title, environmental issues, policies and laws.• Intermediate to advanced proficiency with MS Office applications.
Skills and Abilities	<ul style="list-style-type: none">• Demonstrated ability to communicate effectively, orally and in writing; and work with all levels of participants who possess a wide variety of expertise.• Ability to multi-task with limited supervision.• Friendly, optimistic disposition with strong interpersonal skills.• Superior attention to detail and deadlines.• Superior analytical and organizational skills with an ability to balance multiple priorities and produce tangible results in a dynamic work environment.
Nice to Have	<ul style="list-style-type: none">• Fluency in Indigenous language(s).• Experience working with google docs, Microsoft Teams, Zoom.• Experience with wildlife or species at risk.

Who Can Apply?

Preference will be given to applicants residing in British Columbia or Alberta. Although preference will be given to Indigenous applicants (including First Nations, Métis and Inuit), all qualified candidates are encouraged to apply. Applicants are asked to self identify.

Salary

Annual salary range is \$58,000 to \$66,000.

Deadline for Submission

If you are interested in this position, please forward your resume and a brief cover letter to CIER c/o earth@yourcier.org by **August 18th, 2021**. If you do not have access to email you are invited to either fax your resume (866-288-3919) or mail it directly to us at PO Box 26092, RPO Maryland, Winnipeg, MB R3G 3R3.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.