

Formerly Abbotsford Community Services

JOB POSTING 2020-81-01

INTERNAL/EXTERNAL

Diversity Education

Indigenous Liaison

Wage: \$25 per hour

Part Time: 18 hr/wk.

Permanent

Archway Community Services has been helping people since 1969. We provide more than 85 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

JOB SUMMARY

The Indigenous Liaison connects the Abbotsford Local Immigration Partnership (ALIP) project management team, ALIP Council, and Immigrant Advisory Table members to local Indigenous nations and individuals. This includes inviting Indigenous representatives to participate in ALIP to provide information and resources to support Newcomers in learning more about the Indigenous history and culture in the area. The Indigenous Liaison will be responsible for developing a strategy for inviting and retaining Indigenous individuals to be involved in ALIP, developing and implementing training and tools to share Indigenous cultures with Newcomers, and facilitate various community projects and committees.

RESPONSIBILITIES

- Assists with recruiting Indigenous Elders, knowledge keepers, and leaders to be involved in ALIP work.
- Networks and makes connections between ALIP, ALIP member organizations, and local nations (including Semá:th Nation, Máthxwi Nation, and Stó:lō Nation).
- Develops and implements a strategy for providing resources such as an Indigenous Orientation Toolkit that help Newcomers learn about local nations, their histories, traditions, unceded territory, etc.
- Develops training and tools that enhance understanding of local Indigenous cultures and support Indigenous orientation for Newcomers.
- Creates evaluation materials and instructions for training, tools and program materials.
- Brings an indigenous perspective and understanding of indigenous issues and contexts to ALIP.
- Attends Diversity Education team meetings.
- Gathers, sorts, synthesizes, and processes information from various types of sources to inform the works of ALIP and Diversity Education.
- Attends and co-chairs ALIP related meetings including ALIP Council, working groups, Immigrant Advisory Table, etc. facilitating discussion and presenting ideas, initiatives, and information.
- Employs cross-cultural understanding to facilitate discussions, present ideas, and share information.
- Uses culturally appropriate styles of communication, such as storytelling, to build relationships, facilitate discussions, and share information.
- Consults local Indigenous groups and nations identifying issues and themes to be included in training and resources.

- Responds to internal and external communication using a variety of tools including email, phone, Teams, and in-person meetings.
- Consults with programs serving Newcomers on their needs for Indigenous education and orientation to local Indigenous issues.
- Provides support to staff during implementation of training, tools, and resources.
- Writes and submits reports to ALIP and Archway as needed.
- Compiles information from feedback forms after workshops, providing basic analysis from feedback.
- Supports the implementation of strategies and initiatives, both at ALIP and within Diversity Education, that engage Indigenous people.
- Designs and creates simple infographics, forms, and other visual content for Diversity Ed workshops and social media.
- Participates in committees, meeting, and trainings as required.
- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

- Satisfactory Criminal Record Check
- A Diploma in Indigenous Studies, Sociology, Education, Policy Studies or a related field, or experience doing similar work.
- A valid class 5 BC driver's license

Experience:

- Experience working with local Indigenous Nations including Elders and knowledge keepers and working with urban Indigenous individuals.
- At least 2 years' experience developing strong, sustainable relationships with Indigenous communities and individuals.
- At least 2 years' experience presenting and facilitating groups.
- Existing connections within local Indigenous communities is an asset.
- Experience developing training materials for a variety of audiences is an asset.

Knowledge and Skill Set

- Strong written, verbal, storytelling, and active listening skills able to communicate effectively and respectfully with a variety of people from different backgrounds.
- Strong knowledge of Indigenous cultures, heritages, value systems, and traditions.
- Strong knowledge and understanding of local Indigenous issues and local Indigenous context.
- Basic knowledge around trauma informed care and empathetic listening is an asset.
- Well-developed cross-cultural competency, works effectively with diverse people.
- Good facilitation, presentation, and public speaking skills, able to engage diverse audiences of between 15-20 people.
- Strong networking and relationship building skills.
- Good organizing, planning, and time management skills.
- Good research and basic analysis skills.
- Good computer skills, familiar with Microsoft Office365 including Word, PowerPoint, and Teams, and able to create simple visual content using programs like Publisher.
- Familiar with and able to use a variety of virtual meeting platforms including Microsoft Teams.
- Able to work independently and collaboratively as part of a team.

WORKING CONDITIONS

- This position may include occasional interactions with difficult people.
- This position includes competing priorities, a well-developed ability to switch task is needed.
- This position may work partially from home and partially on site and health and safety guidelines and program operations allow.
- This position's on-site workspace is shared.

Closing date is Date: August 31, 2020

TO APPLY

Interested applicants are to reference **Posting 2020-81-01 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting 2020-81-01

No phone calls please. Only short-listed applicants will be contacted.

Archway Community Services is an equal opportunity employer and encourages applications from all equity seeking groups.