

Job Description

Job Title:	Indigenous Relations Coordinator
Department:	Office of Indigenous Relations
Reports To:	Associate Director, Indigenous Relations
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	October 2022

Primary Purpose

Reporting to the Associate Director, Indigenous Relations (AD,IR), the Indigenous Relations Coordinator (IRC) is responsible for the day-to-day activities with respect to program delivery related to the Office of Indigenous Relations (OIR). The Coordinator assists the Office of Indigenous Relations team (OIRT) with the planning and implementation of campus wide Indigenous Relations activities; assisting and implementing engagement and outreach strategies for the Office of Indigenous Relations while building strong partnerships with students, faculty and staff. The coordinator will research best practices to support developing and implementing initiatives including learning and development to meet the needs of campus community members.

Key Accountabilities

Strategic Development of the Office of Indigenous Relations

- Work collaboratively with the Indigenous Relations team to complete, implement, and monitor the University of Waterloo Indigenous Strategic Plan
- Support the Indigenous Advisory Council and on-going relationships
- Manage and coordinate projects in support of the Office of Indigenous Relations, including planning, research and analysis, execution, monitoring, setting clear timelines and expectations for goals and outcomes
- Provide executive administrative support to the Associate Director, Indigenous Relations. This includes managing the Associate Director's schedule and travel arrangements and maintaining and prioritizing short- and long-term task lists for the Associate Director
- Prepare and coordinate reports, minutes, presentations and speaking notes, as needed, for the Associate Director
- Prepare Office of Indigenous Relation's submissions to governing bodies as required
- Support and coordinate working groups/committees for the Office of Indigenous Relations
- Assist in planning and managing special events hosted by the Office of Indigenous Relations
- Assist and or lead direction and development of communications through the Indigenous Relations website, social media etc. including working with the Indigenous Relations Special Projects Coordinator, University Relations, and Marketing and Communications as required to ensure relevant and timely information and to develop new materials
- Supervise Summer Work Experience students, co-op students and work study students.

Engagement and Outreach

- Assists the Office of Indigenous Relations team with the implementation of an engagement and outreach strategy
- Creates and implements communications related to engagement and outreach

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- Builds relationships and liaises with students, staff, faculty, departments and groups within the University community who would like to consult on Indigenous issues and related topics
- Assists with coordinating accommodations or interim measures on a case-by-case basis
- Collaborates with internal support units and external organizations to meet needs of Indigenous members of the campus community
- Consults with students, staff and faculty to prepare educational and training resource materials
- Sits on campus committees, when appropriate

Research and Analysis

- Works with the Associate Director, Indigenous Relations and other team members to identify Indigenous issues and conducts related research (i.e. literature reviews, needs assessments, data collection and analysis)
- Prepares research reports on Indigenous matters
- Prepares communications and promotional materials pertaining to strategic priorities

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University Degree with previous experience in administration, communication, research and project planning and implementation.

Experience

- The successful candidate will be First Nations, Métis, or Inuit with lived experience of Indigenous world views, cultures and values and strong ties to First Nations, Métis and/or Inuit communities
- Knowledgeable of cultural protocols to appropriately engage and foster respectful, reciprocal, ongoing relationships with local (including urban) First Nations, Métis and Inuit peoples in a large, decentralized and complex university or institution
- Significant knowledge of, and demonstrated commitment to education/learning with First Nations, Métis and/or Inuit communities and an appreciation and respect for the diversity of Indigenous peoples;
- 3 years progressive experience and a record of accomplishment of contributing to safe, supportive, culturally appropriate and welcoming environments for First Nations, Métis, and Inuit peoples in a large, decentralized and complex university or institution
- Experience strategically affecting organizational change management, including policy, procedural, practical and behavioral change that creates a safe, respectful, welcoming, culturally supportive environment for First Nations, Métis and Inuit peoples
- Experience working with members of a senior leadership team, working on organization-wide committees and collaboratively with multiple stakeholders

Knowledge/Skills/Abilities

- Superior understanding of diverse Indigenous knowledge, systems, and epistemologies
- Resilience and a positive, professional approach, meeting our community members where they are at in their understanding of issues
- Ability to facilitate awareness within the non-Indigenous community to adapt, challenge and overcome behavior/attitudes to eliminate institutional and systemic barriers to the successful attainment of post-secondary education for First Nations, Métis and Inuit students

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- Credibly foster trust and strong, progressive, reciprocal, culturally appropriate working relationships within the university and the broader local First Nations, Métis and Inuit communities
- Professional confidence, excellent interpersonal skills and the capacity to listen effectively and sensitively to maintain the confidence of, as well as engage a broad range of diverse Indigenous and non-Indigenous community members, including students, faculty and staff members, on what may be contentious and delicate issues
- The ability to develop, guide, train and conduct teachings and education related to First Nations, Métis and Inuit current events, historical context special topics, and other important issues
- Awareness of First Nations, Métis and Inuit research and knowledge exchange methodologies
- Provide First Nations, Métis and Inuit faculty, student and staff with resources and support on a broad range of professional, academic and cultural challenges and issues
- Experience with project management

Technical Skills

- Intermediate experience with Microsoft Office Programs, Adobe Acrobat Professional and/or other data content management systems

Nature and Scope

- **Contacts:** Internally, the Indigenous Relations Coordinator engages with all faculty, staff and students to listen, connect, influence and motivate others, and to promote, advance and educate on highly sensitive matters, while externally attending/participating in events, conferences, meetings and other initiatives where deemed appropriate
- **Level of Responsibility:** Manage day-to-day activities, provide functional guidance to support units
- **Decision-Making Authority:** Responsible for coordinating projects and escalating concerns to Associate Director and/or AVP, Indigenous Relations. Experience with problem solving to ensure timely implementation of initiatives.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgement, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention to detail and professionalism are required
- **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines and frequent interruptions