

Job description, GVHA First Nations Engagement Coordinator

The Greater Victoria Harbour Authority (GVHA) is hiring a First Nations Engagement Coordinator. This new position supports Ləkʷəŋən programs and initiatives at GVHA.

This position enjoys comprehensive health benefits, RRSP matching, paid time off and more, are all available upon completion of three-month probation. This is a full-time, permanent position with a monthly salary range of \$4,167 to \$4,583 (\$50,000 to \$54,000 annually).

Pursuant to section 16 of the *Canada Human Rights Act*, candidate selection will be limited to Indigenous applicants. Candidates are encouraged to self-identify.

A cover letter and resume may be sent to hr@gvha.ca. Applications will be accepted until end of day Thursday, October 3, 2024. If necessary, the posting will remain open until filled.

Purpose of Position

The First Nations Engagement Coordinator supports Ləkʷəŋən programs and initiatives at GVHA. This position contributes to upholding GVHA's First Nations Relationship guiding principle and its organizational commitment to Indigenous reconciliation. Reporting to the Director, First Nations Engagement, this position develops and maintains relationships with internal staff and teams and furthers GVHA's relationships with Songhees Nation and Xʷsepsəm Nation.

Specific Accountabilities

Employment Programming Support

- Assists with the planning and coordination of GVHA's Ləkʷəŋən employment programs, including annual seasonal recruitment and summer youth program.
- Builds relationships with Songhees Nation and Xʷsepsəm Nation employment leads.
- Develops materials for the promotion of GVHA employment programs in community.
- Liaises with GVHA staff to seamlessly implement programs across the organization.
- Supports HR with local Indigenous career fairs in community and at local universities and colleges.

Events & Relationship Building

- Supports Ləkʷəŋən participation in GVHA-led events and events taking place on GVHA managed property.
- Assists with planning and coordination of Ləkʷəŋən participation in inaugural cruise calls and the first cruise call of the season.
- Builds relationships with the Ləkʷəŋən dance groups and coordinates their involvement.
- Supports Ləkʷəŋən activations in the Inner Harbour and at Ship Point.
- Attends local Indigenous events on behalf of GVHA and supports GVHA's participation in sponsored events.

Communications

- Develops communication materials (i.e. plans, schedules, summary reports) that support Indigenous initiatives and Ləkʷəŋən programs.

- Assists in developing, researching and writing content and key messages regarding GVHA Ləkʷəŋən programs to share on social media channels.
- Ensures the accurate use of Ləkʷəŋən terms and wording with an understanding of the nuance and importance of language.
- Assists with the planning and coordination of Ləkʷəŋən placemaking projects across GVHA properties.
- Liaises and supports the Indigenous Artists on the Causeway program.

Administration

- Monitors and tracks program outcomes and lessons learned, drafting reports and correspondence as required.
- Books and schedules meetings with Songhees Nation and Xʷsepsəm Nation staff and cultural knowledge keepers.
- Manages honorariums for Ləkʷəŋən participation in GVHA programs and events.
- Inputs and updates GVHA's reconciliation action plan to support GVHA's participation in the Partnership Accreditation in Indigenous Relations program.
- Provides administrative support as required to Director, First Nations Engagement.

Working Conditions

- Office environment – open concept office plan.
- Regular, full-time position. Monday to Friday, 37.5 hours per week.
- Monthly salary range of \$4,167 to \$4,583, plus after 90 days eligible for comprehensive health benefits with 100% employer paid premiums, RRSP with company match, and paid time off.
- Site visits to GVHA facilities during project/event implementation.
- Regular off-site meetings at Xʷsepsəm or Songhees Nation offices.
- Occasional evenings and weekends are required to participate in company and community First Nations events.

Experience and Education

- High school diploma required.
- Business or relevant diploma is an asset.
- 2+ years' experience working with Ləkʷəŋən people, culture, protocol, language, etc.
- Experience in community engagement.
- Experience in event planning and/or project coordination.
- Proficient or willingness to learn computer skills, including all Microsoft programs.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication and interpersonal skills.
- Strong understanding and practice of cultural sensitivity and cultural adaptability skills.
- Strong organizational and time management skills.
- Ability to concentrate in a diverse and busy environment.
- Ability to be reliable and punctual.
- Ability to develop and maintain honest and respectful relationships.
- Ability to manage and organize workload and concurrent projects.

