

Class No.:	
Original Date:	March 2017
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Pay Grade	22

CLASS SPECIFICATION

INDIGENOUS COMMUNITY ENGAGEMENT FACILITATOR

NATURE AND SCOPE OF WORK

The purpose of the Indigenous Community Engagement Facilitator position is to support Indigenous cultural learnings within the Capilano University community, and to nurture and grow culturally responsive relationships with the territorial Rightsholder Nations. This also includes, where possible, supporting the cultural needs of Indigenous students away from their home communities. The Indigenous Cultural Engagement Facilitator leads the relationships required for sustaining Capilano University as a Canoe Family. The Indigenous Community Engagement Facilitator maintains and supports the relationships with Elders. Key responsibilities include; organizing collaborative events to promote Indigenous culture on campus, liaising with community groups and organizations, coordinating communications and resources to support the work of Indigenous Student Services, and collaborating on projects with the rest of the Indigenous Student Services team. This position reports to the Director, Indigenous Education and Affairs.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Assesses Indigenous students' social and cultural needs and concerns whilst they are studying at the University, makes appropriate referrals, seeks resources and develops activities that meets their needs.
- Develops cultural workshops and events. This may include collaboration with regional First Nation communities, members of Indigenous populations who are attending Capilano University, and University's internal and external stakeholders.
- Supports knowledge keepers in their development of knowledge sharing, and potential student mentorship activities and seeks their input to ensure protocols are followed for community engagement activities.
- Leads the cultural coordination of traditional and Indigenous ceremonial elements of the annual convocation ceremonies, open houses, and official opening ceremonies.
- Supports the Indigenous Student Success Facilitator in the coordination of the Kéxwusm-áyakn Centre and frontline services.
- Leads the coordination of Truth and Reconciliation week and orange shirt day, and collaborates with and supports Indigenous Student Services Colleagues in their major annual events.
- Coordinates the ceremonial obligations, the engagement with, and the maintenance of Skw'chays.

- Works in collaboration with Indigenous Student Services team to support of Indigenous student wellbeing.
- Represents the University at community and cultural forums.
- Liaises with the regional campuses and their communities.
- Supports Indigenous Student Services in their communications strategy.
- Collates data and prepares reports relating to community engagement.
- Serves on committees at the discretion of the Director, Indigenous Education and Affairs
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, and Earthquake).
- May be supported in water and outdoor safety training related to supporting activities for Skw'chays - the canoe.
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Extensive knowledge and working experience of Indigenous educational issues, resources, and community.
- Capability in facilitating activities/events for large or small groups in both formal and informal settings, demonstrating cultural awareness and identifying appropriate approach.
- Responsible for managing conflicting priorities that ensures student-centered solutions.
- Knowledge and experience of clerical and office administration, including intermediate level of Microsoft Office, data base applications, e-mail, wider uses of Outlook, and internet research techniques.
- Developed interpersonal skills, excellent verbal and written communication skills, which ensure clarity of thought and understanding.
- Aptitude for exercising tact, diplomacy and cross-cultural sensitivity.
- Demonstrated ability to work in a diverse working environment, as a team member and independently as required, seeking supervision when appropriate.

REQUIRED TRAINING & EXPERIENCE

- Bachelor's degree in Indigenous Studies, Social Sciences, Communications, Public Relations, or a directly related field.
- A minimum of three years, post degree experience, of which at least two years' must be working with Indigenous individuals and communities on educational, economic and social issues, providing social programs and activities that addressed individual and community needs.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Valid BC Driver's License.