

INDIGENOUS RELATIONS COORDINATOR

Position:	Indigenous Relations Coordinator
Location:	Conestoga College – Doon Campus (travel as required within the Regional Municipality of Waterloo and to other work locations)
Reports to:	Associate Executive Director
Job Type:	Permanent, full-time
Time Requirement:	35 hours per week (some evenings and weekends may be required)
Pay Band:	\$45,500 to \$53,500
Revised:	May 2024

COMPANY OVERVIEW

Conestoga Students Incorporated (“CSI”) was founded in 1973 and is the official student association representing more than 21,000 students at all Conestoga College campuses. All full-time fee-paying students are the owners and customers of CSI, and we are dedicated to serving the students to the best of our ability.

For more information on what we do and the services we offer, please check out our website at: <https://conestogastudents.com/>

Working on CSI’s full-time team would give you access to the following benefits and perks:

- Competitive salary based on job market data
- Bonuses
- Health & dental benefits
- RRSP contribution plan
- Tuition reimbursement for part-time studies
- Reimbursement for work-related travel expenses
- Paid time off to observe culturally significant events
- Flexible work hours and remote work

POSITION OVERVIEW

The Indigenous Relations Coordinator cultivates and maintains positive relationships between Conestoga Students Inc. and Indigenous students, Be-Dah-Bin Gamik Indigenous Services, and our surrounding Indigenous communities. The Indigenous Relations Coordinator works collaboratively with our team to develop and implement strategies and programs that promote cultural understanding, engagement, and reconciliation. In addition

to the core responsibilities, they also act as the chair of the Indigenous Student Circle and coordinate Indigenous events that are prioritized by the students and the Circle.

In carrying out the duties of this position, a great deal of autonomy is exercised with final overview by the Associate Executive Director. It is also important that the Indigenous Relations Coordinator works extremely closely with the Associate Executive Director to ensure that they are up to date on the basic overall operations of CSI. In all activities, it is crucial that the Indigenous Relations Coordinator recognizes that service to students is a top priority.

DUTIES AND RESPONSIBILITIES

RELATIONS AND RECONCILIATION

- Develop and implement strategies and programs to enhance our organization's relationship with Indigenous students, including outreach, partnership-building, and cultural awareness initiatives
- Assist with the implementation of policies, standardized processes, and approaches related to Indigenous Relations and Truth and Reconciliation
- Research and draft documentation in support of policy development and engagements
- Identify and address areas of concern or conflict between our organization and Indigenous communities, and work to find mutually beneficial solutions
- Build partnerships with our Indigenous students and Indigenous communities to address common issues and concerns, and advocate for Indigenous rights and reconciliation
- Provide support and guidance to our organization on Indigenous cultural protocols and practices and ensure that we are engaging with Indigenous communities in a respectful and appropriate manner
- Assist in the creation and provision of Indigenous awareness training for our non-Indigenous workforce

INDIGENOUS CIRCLE

- Act as the chair of the Indigenous Student Circle, providing guidance and support to the Circle members, facilitating meetings, and fostering a sense of community and engagement among Indigenous students
- Coordinate Indigenous events that are prioritized by the students and the Indigenous Student Circle, such as cultural celebrations, guest speaker series, workshops, and other activities aimed at promoting Indigenous culture, knowledge, and understanding on campus
- Liaise between our organization and Be-Dah-Bin Gamik, fostering a strong working relationship, sharing information, and collaborating on initiatives of mutual interest

OTHER GENERAL DUTIES

- Work in accordance with corporate by-laws, policies, and procedures, particularly to the CSI Mission Statement
- Adhere strictly to health & safety laws, policies, and procedures
- Maintain confidentiality for business practices
- Work in an organized manner where detail, accuracy and confidentiality are critical
- Mandatory attendance at CSI related training days
- Other duties as assigned

QUALIFICATIONS

- Must identify as an Indigenous person of Canada
- Demonstrated knowledge and understanding of Indigenous cultures, histories, and issues
- Knowledge of relevant treaties, agreements, and legal frameworks related to Indigenous rights
- Familiarity with the Truth & Reconciliation Commission's Calls to Action
- Experience working with Indigenous communities and organizations, and a strong network of contacts in the Indigenous community
- Strong communication and relationship-building skills, with the ability to work collaboratively with internal and external stakeholders
- Demonstrated ability to develop and implement strategies and programs that promote cultural understanding and engagement
- Ability to speak to large groups of students
- Ability to create and edit documents in Microsoft Word, Excel, and Adobe PDF
- Ability to write emails and documents in a formal tone
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Cultural competence

We welcome applications from candidates who identify as Indigenous and those with lived experience in Indigenous communities.

If you are passionate about building positive relationships between organizations and Indigenous communities, we encourage you to apply for this exciting opportunity!

WORKING CONDITIONS

PHYSICAL DEMANDS

This position spends long hours sitting and using office equipment and computers, which can cause muscle strain.

ENVIRONMENTAL CONDITIONS

This position performs work primarily in a busy, open area office and is faced with frequent interruptions and meetings with others on a regular basis. Travel between campuses is required as needed. Some work may be required after office hours and on weekends. Work may also be performed at the employee's place of residence from time to time.

SENSORY DEMANDS

This position requires long periods of intense concentration and active listening. The incumbent may also spend long hours working on a computer which requires visual focus, attention to detail, and high levels of accuracy.

MENTAL DEMANDS

This position is expected to manage and meet multiple competing deadlines, which has potential to cause significant stress. The incumbent also deals with a wide variety of people on various issues. The incumbent may also be exposed to sensitive topics.

HOW TO APPLY

APPLICATION MATERIALS

To have your application considered, you must prepare the following Application Materials:

- A resume, letter, or audio/video recording that provides the following information:
 - Why you are interested in this position
 - What skills and/or experiences you have that you feel would enhance your performance in this position

INSTRUCTIONS

If you are interested in this opportunity, please review the company website and apply through Bamboo HR at <https://conestogac.bamboohr.com/jobs/view.php?id=16>, providing all of the above Application Materials.

ACCESSIBILITY, DIVERSITY & INCLUSION

Conestoga Students Inc. is committed to providing equal opportunity for employment without regard to any prohibited ground of discrimination. To better reflect the diverse community in which we operate, CSI is also committed to ensuring that at least 30% of candidates interviewed are people who identify with a racial/ethnic minority.

If you anticipate any need for accommodations for disabilities in the process of applying, interviewing, or working, please feel free to let us know at csihr@conestogac.on.ca as soon as possible and at any time so that we are most equipped to provide a barrier-free experience.