



CONTRACT OPPORTUNITY

Elders Committee Coordinator - Indigenous Management Board

BACKGROUND

The Indigenous Management Board (IMB) is a collaboration of eleven First Nations, being: Quw'utsun Nation (Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, and Stz'uminus First Nation), Malahat Nation, Pauquachin First Nation, Snuneymuxw First Nation, Tsawout First Nation and the W̱SÁNEĆ Leadership Council (Tsartlip First Nation and Tseycum First Nation). The purpose of the IMB is to take back the roles, responsibilities and authorities over the territories and waters and to collaborate on issues of shared interest with regards to Parks Canada operations.

The IMB, along with Parks Canada and the Province of British Columbia, have also created a Steering Committee to conduct a feasibility assessment for the proposed National Marine Conservation Area Reserve (NMCAR) in the southern Strait of Georgia of British Columbia.

The IMB has established a Secretariat to support the collective work of IMB, the IMB Technical Committee and the Steering Committee. The IMB Secretariat is seeking to contract an Elders Committee Coordinator. This Coordinator will be responsible for establishing, coordinating and hosting the IMB Elders Committee, made up of 1 Elder from each of the 11 IMB Nations. The IMB Secretariat has received funds to support 6 IMB Elders committee meetings over the next year, 4 virtual meetings and 2 in person meetings.

The IMB is committed to respecting diversity within our team and developing capacity for First Nations people within the eleven First Nations we represent. We encourage all First Nations applicants to self-identify as First Nations in our recruitment processes. ***Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to First Nations candidates.***

RESPONSIBILITIES:

1. Establish the IMB Elders Committee with support from the IMB Secretariat and IMB technical committee.
2. Coordinate and arrange IMB Elders Committee meetings including making reservations and travel arrangements, ordering food, and supporting cultural protocols.
3. Support the set-up for virtual, in-person and hybrid meetings.

4. Host and facilitate the IMB Elders committee meetings. Introduce topics and encourage discussion.
5. Attend IMB Technical Committee and IMB meetings as required.
6. Coordinate with the IMB Technical committee to determine topics for the IMB Elders committee consideration and to invite appropriate IMB Secretariat and technical committee members to present information as needed.
7. Ensure Elders' honorariums and travel expenses are submitted and paid, through communicating with Elders and liaising with Lyackson First Nation finance team as needed.
8. Keep track of work hours and expenses and invoice accordingly.
9. Other activities as needed to support the establishment and coordination of the IMB Elders Committee.

EXPERIENCE & QUALIFICATIONS

- Experience working directly with First Nations Elders.
- Grade 12 or GED
- Experience in coordinating and facilitating events and meetings.
- Proficient in Microsoft software applications (Word, Excel, Outlook, others) and ability to learn other programs.
- Possess valid driver's licence and have access to a reliable motor vehicle.

ATTRIBUTES & SKILLS

- Knowledge of the culture and territories of SENĆOŦEN and Hul'q'umi'num speaking peoples.
- Able to work independently, multitask, and plan activities.
- Ability to listen deeply and effectively explain complex ideas and information clearly and concisely to different audiences.
- Able to act with tact and diplomacy, maintain effective working relationships, and contribute as a team member.
- Must be able to maintain strict confidentiality.

CONTRACT TERMS

This is a one-year part-time contract estimated at approximately 8-10 hrs/week with a rate commensurate with experience. The number of hours per week may fluctuate depending on the Elders Committee meeting schedule. The hourly rate is negotiable based on experience and estimated hours of work with an expected hourly rate between \$30 and 45/hr.

The contractor is expected to work from home and attend in-person meetings as needed. Contractors should have stable access to an internet connection and be prepared to provide their own computer, zoom account, and at home office equipment i.e. desk, chair, screen.

ORGANIZATION

Reports to: IMB Secretariat Program Manager

Supports: IMB Elders Committee

The Coordinator is an independent contractor. The funds for this contract are held by Lyackson First Nation on behalf of the IMB Secretariat, and the Coordinator is expected to independently submit monthly invoices to Lyackson First Nation.

TO APPLY

We invite applications consisting of a one page cover letter, responses to the questionnaire attached to the end of this posting, and a resume with names of references. Applications to be submitted to ethan.cire@wsanec.com, with the subject line: IMB Elders Committee Coordinator no later than **4:00 pm PST Friday August 30th, 2024**.

The Indigenous Management Board thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Elders Committee Coordinator - Indigenous Management Board

Application Questionnaire

Please outline your relevant qualifications and/or equivalencies (Maximum 1000 words):

Please outline your experience working directly with First Nations Elders (Maximum 1000 words):

Please outline your experience coordinating and facilitating meetings including explaining complex information clearly to diverse audiences (Maximum 500 words):