



Employment Opportunity Indigenous and Community Initiatives Manager

The Haida Gwaii Institute (HGI) is a community-based education and research post-secondary institution that is governed by both the Haida Gwaii Higher Education Society (HGHEs) and University of British Columbia Faculty of Forestry. HGI now manages and operates the established Haida Gwaii Semesters, the Haida Gwaii Summer Sessions along with continuing education and professional development programs.

Job Summary

The full-time position of Indigenous and Community Initiatives Manager will be responsible in providing guidance and direction to the Haida Gwaii Institute to ensure Haida, First Nations, Inuit and Metis values, as well as those of the Haida Gwaii community, are represented and respected in its programming. The incumbent will play a key role in recruiting and supporting Haida, First Nations, Inuit, Metis and local students, instructors, and community partners; fundraising for program initiatives; collaborating with local community agencies, UBC campus faculties/departments and student services; organizing program visits to local community schools; collaboratively overseeing and evaluating current programs; developing new programs; and performing other related duties. This position is based on Haida Gwaii, with the individual spending a substantial amount of their time in Old Massett and Massett, as well as working out of the HGI offices in Skidegate. Wage is commensurate with experience.

Organizational Status

Reports to the Director, Haida Gwaii Institute.

Work Performed

- Work with HGI instructors and staff to ensure HGI course content is relevant, appropriate, and aimed for a cross-cultural and interdisciplinary audience; while also ensuring coherence between courses and HGI's overall vision
- Address HGI Indigenous and non-Indigenous student/participant issues - such as grading discussions, academic challenges, and admission process with HGI Operation Manager
- Continues to ensure Indigenous and local community knowledge and perspectives are integrated in all HGI programs.
- Responsible for providing or identifying local support services and resources for Indigenous students/participants in the programs.

- Co-develop and assist in implementing a strategy to increase local student/participant interest and involvement in HGI programs with HGI Director, Operation Manager and local advisory.
- Develop local employer relationships, and identify HGI programs that could benefit local graduates of HGI programs in finding local employment.
- Develop and present programs at local secondary schools.
- Work directly with HGI development, fundraising and marketing to build capacity for programs, partnerships and overall outreach.
- Recommend new initiatives to support the strategic direction of the HGI
- Involvement in creative visioning and development of additional undergraduate, continuing studies and executive education programs.
- Act as a representative for the HGI at functions in the community and elsewhere, media, and on various committees as required.
- Oversees all social media posts to ensure consistent messaging with HGI Operation Manager
- Works with HGI Operation Manager to develop forms and records to document program activities, as well as for reporting on programs.
- Continuously refine program evaluation and reporting tools
- Critically review curriculum and student/instructor evaluations after each offering.
- Provides academic support to HGI instructors and community guest lecturers with HGI Operation Manager.
- Identifies and engages local individuals to teach or become involved as a community guest speaker for an appropriate HGI program.
- Coordinates, with the HGI Operation Manager, the planning of HGI program field trips, guest speakers, and maintenance of the HGI's learning spaces
- Attend any and all HGI meetings and events
- Provide Indigenous and Community Initiatives Manager's Report for quarterly meetings of the local advisory and coordination arm of the HGI.
- Oversee HGI programs in Old Massett and Masset
- Provide support to the local advisory and coordination arm of the HGI when requested.
- Performs other related duties in keeping with qualifications and requirements of the position.

Consequences of Error

Works with Operation Manager to manage offering of Haida Gwaii Semesters and other education and community outreach programs of the HGI ensuring that they meet UBC standards and policies, best practices, financial requirements and contributes to the strategic goals of the Institute and the UBC Faculty of Forestry. Failure to manage effectively and in a timely way threatens the financial viability of the institute. Application of inappropriate action presents the Haida Gwaii Institute, UBC Faculty of Forestry and UBC with legal, and financial liabilities.

Supervision Received

Reports to the Director, Haida Gwaii Institute. Participates in planning meetings with other management positions. Matters involving policy or liability are referred to the Director with suggested courses of action.

Supervision Given

Assists in supervising the education and community outreach program staff and volunteers, as well as local guest speakers and instructors involved in Institute programs.

Qualifications

Undergraduate degree in a relevant discipline. Masters degree in education or relevant discipline, or an equivalent combination of education, training and experience. Minimum of four years experience or the equivalent combination of education and experience. Has experience working in cross-cultural and educational settings and a demonstrated in-depth knowledge of Indigenous worldviews, pedagogy, cultural practices and protocols in both historical and modern contexts. At least four years of related experience working within an Indigenous context, particularly on Haida Gwaii, and an understanding of Haida culture and Indigenous issues. Well established networks with Haida and other Indigenous communities are an asset. Knowledge and understanding of education, natural resource and rural community issues on Haida Gwaii and in BC, and an appreciation for the importance of educating professionals to manage these resources and find innovative solutions. Knowledge of the secondary and post-secondary education system in BC, including the relationship between colleges, Aboriginal institutions, technical institutes and universities. Excellent organizational and administrative skills. Excellent interpersonal skills and ability to relate well to people from a variety of backgrounds. Computer skills and willingness to learn to use new systems and programs as required. Experience in fundraising. Effective oral and written communication, administrative, interpersonal, strategic planning and organizational skills. Ability to work collaboratively with a variety of partners on sensitive issues. Ability to work independently and to exercise tact, discretion and judgment. Ability to communicate in the Haida language an asset. Must hold a valid B.C. driver's license, have access to a vehicle and be willing to travel by road, air and boat. As this position is based on Haida Gwaii, preference will be given to Haida Citizens and applicants familiar with Haida culture.

To Apply

Interested applicants should send a cover letter, resume and three references to HGI Director, Dr. Carlos Ormond at carlos.ormond@ubc.ca by **4pm on January 18th, 2019**. Only those candidates selected for an interview will be contacted.

For more information about the position, please feel free to contact Dr. Ormond at the above email address.