



We invite you to apply for the position of...

Indigenous Knowledge Coordinator

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally, and respectfully.

The primary role of this position is to support the Indigenous Knowledge Counsel, a committee under the Columbia River Salmon Reintroduction Initiative – Bringing the Salmon Home (CRSRI) which is a Tri-Nation initiative. Reporting to the Director of Traditional Knowledge and Language, the opportunity is suited for someone who enjoys flexibility and adaptability, attention to detail, and contributes to positive outcomes for the Nation as a whole.

This is a full-time permanent position with full benefits.

Key Responsibilities:

- *Assist the appointed representatives to the IKC to identify priorities specifically for the CRSRI related Indigenous Knowledge (IK) research and activities as it relates to Ktunaxa First Nations.*
- *Undertake and support Nation-based IK research through coordination and collaboration of the Tri-Nation CRSRI mandate.*
- *Coordinate and assist in the delivery of Nation's input that support IK research and activities under the guidance of the IK Cultural Facilitator and the IKC.*
- *Collaborate as necessary with Community Engagement Coordinators.*
- *Prepare the respective Nation's IK representatives for IKC meetings with Nation IK reports and briefing notes.*
- *Meet regularly with the IKC Cultural Facilitator and other Nation-based IK Cultural Coordinators for guidance, coordination, reporting, and scheduling with respect to IKC activities.*
- *Support preparation of invoices from the Nation to support IK activities (to be submitted to the IKC Cultural Facilitator), monitor, report on, and be accountable for the Nation's expenditures on IK.*
- *Engage communities, elders, knowledge keepers, IK member staff for input and feedback on CRSRI related activities and opportunities.*
- *Identify any need or interest from the community for information, training, capacity building or networking activities to strengthen the success of CRSRI initiative.*

Key Requirements:

- *Minimum of (5) years related work experience with First Nation research methodology and practices or an equivalent combination of education and experience. This includes work*

experience and working knowledge of First Nation communities specific to areas of Traditional Ecological and Cultural knowledge. Preference will be given to experience with ?ukini#wiytiya? research method.

- Post-secondary education in areas of Community based research, History, Education, Environmental Science and studies, Forestry, and Natural Resources.*
- Knowledge and understanding of First Nation interests as they relate to Indigenous Knowledge and Research.*
- Strong knowledge and proven experience in areas of First Nation Cultural Heritage and values related to cultural research Traditional Ecological Knowledge, and First Nations issues.*
- Extensive Experience interpreting cultural and technical information gathered through various means of engagement.*
- Ability to work closely with Elders and community members to ensure inclusion of traditional ecological knowledge.*
- Ability to work independently as well as in a team environment.*
- Ability to write reports and take meeting minutes.*
- Must have excellent interpersonal and communication skills to support Team work ethics and relationship building skills.*
- Good technical writing skills at a level to successfully complete fund-raising initiatives, secure contracts, and write proposals.*
- Demonstrated ability to use various project management and data management software and associated programs.*
- Demonstrated organizational, time management, and presentation skills.*
- Proven experience in working with First Nation Organizations' issues and concerns.*
- Availability of a reliable vehicle and a valid BC Driver's License.*
- Ability to work flexible work hours/ willingness to work on evenings and weekends.*

Interested candidates are asked to submit a cover letter and resume to **KNC-HR@ktunaxa.org**.

The closing date for this opportunity is Friday, January 19, 2023 at 4:30 P.M.

We thank all applicants for their interest. However, only those selected for interviews will be contacted.

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all Employees and the People, Communities, and Bands that we serve. Proof of Covid Vaccination is required as per the KNC Vaccination Policy.

Ktunaxa candidates are encouraged to apply. All qualified candidates will be reviewed, however preference will be given to Aboriginal applicants.