



**KTUNAXA
NATION**

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

INTEGRATION SPECIALIST

PERMANENT – FULL-TIME POSITION

TRADITIONAL KNOWLEDGE & LANGUAGE SECTOR

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.

VISION ADVANCEMENT:

The Ktunaxa Nation Council's purpose in working together is to achieve a shared vision. Every position within the KNC has a part to contribute. Strong, healthy citizens and communities, speaking our language and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources, within a self-sufficient, self-governing Nation.

POSITION SUMMARY:

The TKL Integration Specialist is a key role within the TKL Sector, and also supports and contributes significantly to the integrated goals and aspirations of the Ktunaxa Nation. This position supports the TKL goal of increasing the cultural and linguistic competencies of the Ktunaxa people.

This position reports directly to the Sector Director and collaborates significantly with colleagues in the TKL sector, and in other KNC sectors, Communities, as well as with citizens, and Elders. The position participates in the development of research initiatives that are guided by Ktunaxa Ethics and Protocols in addition to the FPIC, OPAC, and other research standards. This position is responsible for the discovery, organization, and presentation of cultural and historical research materials that advance the Ktunaxa Traditional Knowledge and Ktunaxa ways of knowing.

This position works closely with the Director and the TKL team to ensure that Ktunaxa's cultural perspectives and values are represented in documents, initiatives, and decision-making processes with an emphasis on land stewardship and Ktunaxa cultural representation and protection. The incumbent will draft TKL-related policy and planning documents, and participate in the development of short, medium, and long-term programs. They will work with the Director to draft and communicate TKL policy and planning across Sectors.

DUTIES AND RESPONSIBILITIES:

Cultural Working Group under the KNC-Teck IMBA:

- Support the fulfillment of the obligations under the KNC-Teck IMBA, with particular focus on Sections 49 through 58 of the IMBA pertaining to the Cultural Working Group;
- Coordinate the implementation of the KNC-Teck Cultural Management plan, including inter-sector staff coordination;
- Identify opportunities for increasing cultural knowledge and Ktunaxa presence on the land within the Elk Valley and under the provisions of the KNC-Teck IMBA and Cultural Management Plan;
- Support the identification of culturally important values and interests within areas managed by Teck and provide guidance on stewardship, protection, and enhancement of those values and interests.

Increasing Cultural and Linguistic Competencies:

- Provide opportunity and guidance for the respectful representation of Ktunaxa language, culture, values, traditions, customs and beliefs, and cultural perspective;
- Assist in the development of short, medium, and long-term research program goals to ensure the identification, documentation, incorporation, and protection of Ktunaxa knowledge and culture;
- Support and participate in TKL activities, including cultural events, camps, and community consultations;
- Identify opportunities for Ktunaxa to access the land to pursue cultural and rights-based activities (may include field visits, traditional activities, and events);
- Collaborate with staff, sectors, or communities who may be undertaking similar initiatives, to ensure the appropriate inclusion of Ktunaxa knowledge and culture in relevant planning and decision-making processes.

Research:

- Initiate, participate and undertake Ktunaxa research initiatives, including Archival research, to support the Sector as directed by the TKL Director;
- Research and prepare position papers, comment and provide input to various policy, program, or governance initiatives as directed by the TKL Director;
- Work with KNC staff, and identified citizens and groups within the Ktunaxa Nation to gather Ktunaxa knowledge to support research and policy/program development;
- Undertake archival research as directed to assist with research projects/programs;
- Working with KNC staff, Archives, researchers, and external institutions and organizations, to support the acquisition, organization, filing, and cataloging of Ktunaxa cultural and historical data;

Communication and Administration:

- Ensure timely and accurate communication takes place with other sectors, external parties, and Ktunaxa Communities;
- As directed, prepare, review and present briefing packages and materials to TKL Sector Council and TKL Advisory Council;
- As directed, review documents, proposals, briefing and decision documents, plans, strategies, and correspondence for completeness and accuracy and ensure Ktunaxa culture and perspectives are represented and incorporated appropriately.
- Perform prescribed document and record management practices and ensure that information is recorded and stored appropriately;
- Assist in the preparation of work plans, implementation and provide updates and reports in accordance with planning cycles, KNC policies, funding requirements, or other contractual obligations for projects and initiatives as delegated by the Director of TKL;

- Prepare, lead and/or participate in the development and implementation of plans/strategies, and associated guidance documents, including, but not limited to cultural management plans, access management plans, and research programs.

Project Administration

- Initiate, plan and arrange the logistical details for meetings, workshops, and events;
- Take and transcribe thorough notes from meetings, ensure action items are tracked and complete;
- Vet requests for TKL participation in projects, committees, and initiatives for Director approval, with priority given to moving TKL strategies forward and supporting integrated efforts of all KNC Sectors.

POSITION QUALIFICATIONS

Academic Preparation

- Ktunaxa Knowledge, language, and culture.
- Demonstrated ability and passion for the integration of Ktunaxa knowledge, language and culture.
- A Post-Secondary diploma is preferred; a combination of education and experience may be accepted.

Required Skills, Knowledge, and Experience

- Research skills and awareness and application of various research methodologies
- Excellent written and oral communication skills,
- Experience in working with a variety of people
- Capacity to prioritize and manage a number of competing initiatives and timelines; meet deadlines
- Flexible; able to work evenings and weekends as required
- Commitment to life-long learning
- Knowledge of and experience with working within protocols and procedures of committees and boards
- Excellent computer skills including Microsoft Office suite, Video/Audio programs;

Competencies

- Honest, humble, respectful, and trustworthy
- Respect for and knowledge of Ktunaxa culture
- Respect for and knowledge of aboriginal rights, culture, history, and goals
- Awareness of complex, sensitive, or confidential cultural information and the ability to articulate the same
- Ability to work out collaborative solutions

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. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

Internal Ktunaxa staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.

Come with your willingness to learn!

Please submit your cover letter and resume
Telling us what attracts you to the position, and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438**

CLOSING DATE: Open until filled

We thank those who apply; however, only those selected for an interview will be contacted.