



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Indigenous Student Engagement Strategist

<b>Job ID</b>	<b>12-A2-8F-69-D4-EA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=12-A2-8F-69-D4-EA">https://careers.indigenous.link/viewjob?jobname=12-A2-8F-69-D4-EA</a>	
<b>Company</b>	Bow Valley College	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2021-07-21	To: 2021-08-06
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	Immediate	
<b>Job Salary</b>	\$60,000-\$80,000	
<b>Languages</b>	English	

### Description

The Iniiikokaan Centre â€œ

We are currently accepting applications for the position of Indigenous Student Engagement Strategist to support our team and Learners with the college's Iniiikokaan Centre, a â€œBuffalo Lodgeâ€• for all Nations which s the central access point and gathering space for culturally-respectful relationships to support Indigenous success.

Reporting to the Manager, Iniiikokaan Centre, the incumbent is responsible for all aspects of Indigenous student success and retention predominately as they relate to factors outside the classroom. This unique opportunity will draw applications from peoples who are passionate about reducing barriers for Indigenous learners within the post-secondary environment. This position is responsible for event planning and management, programming and community collaboration to reduce duplication and enhance service offerings for Indigenous students.

Existing knowledge of Calgary-based resources, organizations and community-based resources are an asset.

Good-standing relationships and reputation among Treaty 7 First Nations and Metis Nation of Alberta will support a strong application. Critical attention to detail, strategic planning, events management and business acumen/reporting are essential to the roleâ€™s success. The incumbent will have a strong working knowledge and ability to consult on traditional protocol and Indigenous ways of doing, being and knowing while managing a large portfolio of concurrent projects.

Why work at Bow Valley College

Bow Valley College is the largest and fastest growing Comprehensive Community College in Alberta. We have locations across southern Alberta helping over 17,000 learners each year. Our mission is to contribute to the vitality of communities and strength of the economy through innovative adult education programs and services which equip students for successful living, lifelong learning, and employment in a global knowledge-based environment.

Areas of responsibility will include:

Development

Recommends program initiatives for Indigenous alumni engagement

Creates responsive programming opportunities that meet student and community needs as expressed through consultation, retained and existing understanding of Indigenous peoples and students

Researches Indigenous office and Indigenous student program offerings, best practices, surveys and canvases similar organizations for new, creative and collaborative implementation of programming

Creates project plans, event plans, reports and business cases that meet Western standards

Creates a comprehensive calendar of significant dates of note to Iniiikokaan Centre, the academic student calendar and Indigenous knowledges (e.g. seasons, equinox, ceremonial times, etc.) to reference when program planning

Creates and sustains a working knowledge of urban and rural resources to support Indigenous student success

Reviews past event management and initiatives to identify areas of improvement.

Develops business cases and associated budget proposals for consideration of Manager during the annual College business planning process.

Collaborates with Fund Development to identify alternative funding/sponsorship sources for initiatives

Identifies, creates, assesses and builds community partnership opportunities to support student life development and enhance the College's community connectedness.

Researches and understands the unique needs of Bow Valley College Indigenous students in all campuses and modalities of learning

Creates and maintains strong relationships and leverage partnerships to access information and learnings within Indigenous student programming

Works with staff who regularly engage with Indigenous communities external to the College to ensure contact information is up to date

Gains knowledge in popular publications relevant to programming and highlights opportunities to feature Iniiikokaan initiatives

Plans annual Iniiikokaan events that support Indigenous student development

Maintains an in-depth level of statistics of Indigenous student applications, enrollment, registration, retention, graduation and alumni involvement.

Provides leadership for the development of new and innovative Indigenous learner initiatives associated with student success and retention.

Researches, seeks funding (in collaboration with Fund Development, proposes, develops, implements, and promotes new initiatives that support academic growth, College-wide learning outcomes, transition, retention and satisfaction of students at the College.

#### Coordination

Acts as a project manager for all Iniiikokaan student-facing programming

Streamlines existing engagement processes and procedures

Facilitates purchasing and administration for gifting and honorariums where needed within a timely matter and in concert with cultural protocol

Refers Indigenous students to existing internal and external resources as needed

Documents all process and status updates

Tracks metrics, feedback, evaluations, changes and lessons learned in a systematic way

Tracks and monitors external payments to stakeholders and students

Assigns tasks and monitors progress of support staff as it relates to Indigenous student engagement programming

Engages Marketing and Communications as needed

Provides regular updates to Manager and escalates issues when necessary

Creates and organizes messaging for all programming to communicate opportunities to Indigenize practices if/where possible

Delegates and communicates project responsibilities, and monitors tasks and progress assigned

Identifies and communicates with presenters/facilitators, or acts as facilitator when needed for programming and engagement

Builds and manages project budgets

Collaborates with the Learner Success Services team and academic departments to ensure communications plans and material, delivery and evaluation meet both Western and Traditional methods

#### Reporting and Evaluation

Recommends systemic changes to better support Indigenous engagement activities

Creates Indigenized reporting and evaluation measures for all programs

Utilizes, documents and communicates progress reports, event management platforms and documentation and compiles for annual reporting

Identifies gaps and develops methods or initiatives to address

Designs methodologies to correlate orientation and other LSS statistics with student success rates

Identifies and works closely with the College community to ensure that student concerns are thoroughly understood and addressed as necessary.

Develops systematic mechanisms to track and demonstrate student participation and achievement of performance accountability for the area of responsibility

#### RELATIONSHIP MANAGEMENT

##### External Engagement

Generates and maintains stakeholder contact information, relationship engagement, status reports and Knowledge Keeper profiles

Consults with external community partners, Indigenous Knowledge Keepers, Elders and Nations as directed by the Manager to identify partnership opportunities

Leverages existing community relationships

Works closely with the Indigenous Partnerships Officer, Indigenous Recruitment Officer and Offices of Indigenization to pursue further understanding of community needs as it relates to Indigenous learners.

Accesses existing cultural teachings and resources to inform engagement activities

Identifies, communicates and follows cultural protocol

Liaises between Elders and Iniiikokaan to provide support services for Indigenous students

Recommends relationship-building opportunities for Manager and Iniiikokaan representation

Documents and tracks stakeholder interactions and flags relationship issues with Manager

Identifies roles, responsibilities and communications between Iniiikokaan and external organizations

Student Engagement

Acts as key contact for student inquiries related to programming or as assigned

Communicates new and existing opportunities for community and College involvement for Indigenous students

Identifies opportunities for Indigenous student contribution, advocacy and involvement across the College

Creates two-way feedback opportunities for Indigenous voices to be heard within the College

Creates and utilizes a mechanism to understand Indigenous students' current issues, challenges, and accomplishments

#### JOB REQUIREMENTS \*

Minimum Qualifications

Bachelor's Degree

4-6 years directly related experience

Experience in the administration of operational budgets

Knowledge of Alberta, other Canadian and International education systems

Demonstrated knowledge of and appreciation for the diversity of cultural traditions and spiritual practices of First Nation, Metis and Inuit peoples

Extensive experience working with and within Indigenous communities, in roles including community development and/or partnership building

Substantial knowledge of Indigenous experiences in Canada, and particularly in educational setting

An equivalent combination of education and experience may be considered

Preferred Qualifications

5-7 years of directly related experience

Extensive existing relationships within Southern Alberta including the City of Calgary and agencies that support or are Indigenous focused.

Formal education in event planning, project management, student support services

Excellent leadership track record and ability

Experience in the administration of operational budgets.

Strong knowledge of marketing, communications, event management

Strong knowledge of learner transition programs

Strong project and team management/supervisory skills

Good ability to manage resources and generate revenue

Ability to establish and maintain effective working relationships with internal and external stakeholders, employees and students

A knowledge of admissions, registration and financial aid in a public post-secondary setting is an asset

#### How to Apply

Please click Apply Now!