



# 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

Date Printed: 2024/05/03

## Specialist, Indigenous Relations (contract Up To 24 Months)

**Job ID** 1D-BE-92-D8-BE-7C

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=1D-BE-92-D8-BE-7C>

**Company** City Of Vaughan

**Location** Vaughan, Ontario

**Date Posted** From: 2023-05-18 To: 2023-06-17

**Job** Type: Full-time Category: Human Resources

**Languages** English

### Description

#### Position Overview

The Specialist, Indigenous Relations, will develop, lead and support strategies, plans, and initiatives under the City's Diversity, Equity and Inclusion Plan as it pertains to Focus Area 4 - Indigenous Relations and Reconciliation. The position will be responsible for building productive relationships with Indigenous communities, leaders, and organizations that will promote reconciliation and strategic partnerships. This position will lead the development and implementation of a Reconciliation Framework and Action Plan for the City. This position will also play a key role in ensuring that there is an Indigenous lens/perspective to the work of the City.

#### Responsibilities

##### Relationship Building:

- Develop and maintain strong relationships with Indigenous community leaders and organizations, treaty partners and territorial partners.
- Identify opportunities for City leadership to broaden and deepen relationships and networks with Indigenous leaders, organizations, and communities to enhance relationships, programs, and services.
- Participate/lead internal and external committees to enhance reconciliation initiatives.

##### Subject Matter Expertise:

- Serve as an internal subject matter expert and advisor to internal stakeholders on matters of Indigenous world view, treaties, Calls to Action, Calls to Justice from an intersectional lens.
- Share anti-Indigenous racism expertise and advice with internal and external partners to advance Indigenous-led and focused initiatives.
- Lead the development and implement a Reconciliation Framework and Action Plan.
- Lead the development and implement an Indigenous Engagement Plan and Relationship Guide.
- Support departments and service areas to facilitate implementation of the Reconciliation Framework and Action Plans.
- Engage with stakeholders across the organization to build capacity and embed best practices as related to diversity, equity, inclusion and Indigenous relations and reconciliation.
- Support the development of policies and guidelines to facilitate the City's response to provincial

and federal consultation processes (i.e., environmental assessment).

- Ensure the City is meeting its legal and procedural obligations as it relates to Indigenous consultation and Treaty rights (i.e. Duty to Consult).
- Support the identification and preparation of strategic grant applications.
- Manage and maintain relevant data, analytics and evaluation tools, generate reports for various stakeholders to highlight trends, demonstrate the impact of programs and identifies opportunities for continued improvement.

Training and Development:

- Oversee the development and implementation of Indigenous training and cultural teachings for City staff, leadership and Council.

Policy Review and Development:

- Provide Indigenous perspective and intersectional, accessible, equitable analysis to provide advice, support, and recommendations to policy review and development.
- Track, monitor and communicate legislative and policy developments of potential impact to the City.
- Provide strategic legislative and policy analysis and advice on emerging issues and opportunities of the day.
- Use a collaborative approach in policy development.

Research, Analysis and Reports:

- Track and report to internal and external stakeholders on the City's Indigenous-related initiatives and Reconciliation Framework and Action Plans.
- Prepare briefing notes, meeting notes, digital presentations, policy papers and other written materials.
- Stay abreast of current information, research, trends, emerging issues, and grant opportunities to further advance initiatives.
- Research and apply best practices and innovative approaches to address Indigenous issues.
- Responsible for the development of reports outlining progress against key deliverables.

Qualifications and Experience

- Bachelor's degree in a relevant discipline (Indigenous Studies, Equity Studies, Disabilities Studies, Gender Studies, Women's Studies, Black Studies, Human Rights, Social Work, Sociology, Law, Human Resources) or equivalent combination of lived expertise, education and related experience.
- Minimum five (5) years' experience supporting the development and implementation of policies, programs and curriculums.
- Demonstrated understanding and strong knowledge of Indigenous World view, narratives, treaty rights, equity, inclusion, intersectionality, anti-oppression, and best practices in supporting transformational change.
- Demonstrated knowledge of Treaties, The Indian Act, the Ontario Human Rights Code, Employment Equity Act and legislative compliance.
- Previous experience managing projects related to Indigenous relationship building and reconciliation.
- Knowledge of and familiarity with the goals and strategies of social movements with the demonstrated ability to engage meaningfully with community groups, coalitions and networks (i.e., Idle No More, Land Back, etc.).
- Knowledge and familiarity with strategies to build meaningful relationships with Indigenous

communities and senior leaders.

- Skilled at engaging in matters that require sensitivity and empathy across diverse Indigenous communities, excellent judgement and discretion.
- Experience in establishing/maintaining trusting relationships with all levels of staff, including front-line and executives.
- Strong verbal and written communication skills with an ability to write briefing notes, reports, organizational communication, presentations and create learning materials to support programs.
- Ability to take initiative, work proactively, coordinate and manage projects with multiple stakeholders in a complex environment.
- Thorough understanding and working knowledge of the Ontario Human Rights Code, AODA and Employment Equity Act.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.

Other Considerations:

- Lived experience as a member of First Peoples of Turtle Island.
- Lived experience as a member of an equity-deserving group.
- Demonstrated leadership and experience working with historically oppressed communities, navigating institutional resistance.
- Ability to create accessible documents would be an asset

### **Experience**

- Bachelor's degree in a relevant discipline (Indigenous Studies, Equity Studies, Disabilities Studies, Gender Studies, Women's Studies, Black Studies, Human Rights, Social Work, Sociology, Law, Human Resources) or equivalent combination of lived expertise, education and related experience.
- Minimum five (5) years' experience supporting the development and implementation of policies, programs and curriculums.
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### **Credentials**

- Lived experience as a member of First Peoples of Turtle Island.
- Lived experience as a member of an equity-deserving group.
- Demonstrated leadership and experience working with historically oppressed communities,

navigating institutional resistance.

- Ability to create accessible documents would be an asset

### **Education Requirements**

- Bachelor's degree in a relevant discipline (Indigenous Studies, Equity Studies, Disabilities Studies, Gender Studies, Women's Studies, Black Studies, Human Rights, Social Work, Sociology, Law, Human Resources) or equivalent combination of lived expertise, education and related experience.

### **Essential Skills**

- Skilled at engaging in matters that require sensitivity and empathy across diverse Indigenous communities, excellent judgement and discretion.
- Experience in establishing/maintaining trusting relationships with all levels of staff, including front-line and executives.
- Strong verbal and written communication skills with an ability to write briefing notes, reports, organizational communication, presentations and create learning materials to support programs.
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### **How to Apply**

Click "Apply Now"