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:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Indigenization Project Assistant

Job ID	**77-45-0B-75-0F-51**
Web Address	
https://careers.indigenous.link/viewjob?jobname=77-45-0B-75-0F-51	
Company	Okanagan College
Location	Kelowna, British Columbia
Date Posted	From: 2019-11-06 To: 2019-12-06
Job	Type: Fixed-term Category: Education
Job Start Date	November 25, 2019
Job Salary	$25.27 - $28.88
Languages	English

Description

Okanagan College transforms lives and communities. We are one of Canada's leading colleges. We create outstanding educational experiences for our learners, both students and employees. We work and learn in a welcoming and caring culture. We are a catalyst for change through collaboration with our learners and partners. We serve, lead and anticipate the social, economic and environmental needs of communities.

Position Title:

Indigenization Project Assistant

Competition Number:

C001219

Division/Portfolio:

Office of the President

Department/Program:

President's Office

Campus/Centre:

Kelowna

Position Summary:

Under the direction of the Aboriginal Access & Services Coordinator, the Indigenization Project Assistant is responsible for providing information to support Indigenization activities, performing a variety of research and analytical tasks including collection, compiling, and analyzing of data for report writing services to a variety of Indigenous projects and initiatives. The Indigenization Project Assistant is responsible for assisting with Indigenization engagement session planning, data collection, and creation of resources. This job will require travel throughout the Syilx-Okanagan and Secwepemc territory and will be compensated as per OC travel policy and procedures.

Education and Experience:

Completion of a relevant four-year university or college bachelor's degree, with a minimum of two years' related experience with research and project coordination in Indigenous

communities/post-secondary environment, or an equivalent combination of education and experience. Preference will be given to applicants who self-identify as a person with Indigenous ancestry.

Skills and Abilities:

- Advanced level skills in Microsoft Office, specifically Excel, Onenote, PPT, Word, and Outlook
- Experience in database management
- Strong ethics standards and familiarity with Provincial privacy legislation
- Good understanding of research methodologies
- Experience in project and administrative management
- Knowledge of Okanagan College programs and systems and/or BC post-secondary education system
- Knowledge and internalized understanding of First Nations social and educational issues, resources, and community. Understanding of the cultural diversity amongst Indigenous people in Canada and the College catchment area.
- Must possess excellent written and verbal communication skills, presentation, organizational and problem-solving abilities, including the ability to assess and adapt writing style to a variety of audiences
- Strong interpersonal, intercultural, and group communication skills including knowledge of culturally appropriate ways of working with local Indigenous groups
- Experience in event organization, program promotion, and public speaking
- Ability to plan and think strategically about research projects and sustainability
- Excellent research skills with ability to synthesize data/information and develop/deliver findings and recommendations
- Demonstrated ability to manage time and resources with multiple priorities, including attention to detail, analytical skills, good judgment, initiative, and strong time management skills
- Valid BC drivers license

Preferred Qualifications:

Completion of a relevant four-year university or college bachelor's degree, with a minimum of two years' related experience with research and project coordination in Indigenous communities/post-secondary environment, or an equivalent combination of education and experience. Preference will be given to applicants who self-identify as a person with Indigenous ancestry.

Appointment Type:

Support - Non-Regular Full-time

Appointment Start Date:

11/25/2019

Appointment End Date:

03/31/2020

Schedule:

Monday-Friday

8:30 a.m. â€" 4:30 p.m.

Annual Salary/Hourly Rate:

$25.27 - $28.88

Special Instructions to Applicants:

Shortlisted internal candidates must notify the current Support Staff Bargaining Chairperson and Human Resources if they want a Union Observer during interviews and final selection of candidates.
Posting Opening Date:
11/04/2019
Posting Closing Date:
11/20/2019
APPLICATIONS:
To apply for this position, please go to the following website:
https://www.employmentopportunities.okanagan.bc.ca and complete an on-line application.

Experience

Completion of a relevant four-year university or college bachelorâ€™s degree, with a minimum of two yearsâ€™ related experience with research and project coordination in Indigenous communities/post-secondary environment, or an equivalent combination of education and experience. Preference will be given to applicants who self-identify as a person with Indigenous ancestry.

How to Apply

To apply for this position, please go to the following website:
https://www.employmentopportunities.okanagan.bc.ca and complete an on-line application.