

## Indigenous Engagement Coordinator

### Position Summary

IPW is seeking an Indigenous Engagement Coordinator, an experienced and collaborative leader committed to creating opportunities for newcomers to learn the experience, history and contributions of Indigenous Peoples in Canada. The Indigenous Engagement Coordinator is responsible for fostering a collaborative approach to developing resources and training for newcomers to learn about Indigenous Peoples, history, experience and contemporary relationship with newcomers and the rest of Canadian society. The Indigenous Engagement Coordinator will work to build partnerships and connections through intensive stakeholder engagement, and work with individuals, groups and organizations to create ties and partnerships among Indigenous Peoples and newcomer ethno cultural communities. The key focus of this role is the coordination of the the Indigenous Orientation Toolkit project.

### Background

Immigration Partnership Winnipeg (IPW) is a multisectoral partnership hosted by the Social Planning Council of Winnipeg (SPCW). We provide a collaborative framework to facilitate the development and implementation of sustainable local solutions for the successful integration of newcomers to Winnipeg. IPW's overall goal is to support the full economic and social inclusion of newcomers. We coordinate community-level planning, facilitate communication amongst stakeholders and identify needs or gaps through consultation with community, government and newcomers themselves.

### Position Expectations

**Indigenous Orientation Toolkit:** Facilitate the on-going development of the Indigenous orientation tool kit, with direction from the partnership table. Build upon existing relationships, and forge new relationships with relevant partners to further the development of the Toolkit as a resource for newcomer orientation on Indigenous issues:

- ❖ Oversee the development of the Indigenous Orientation Toolkit content and maintain an effective process in its initial implementation
- ❖ Research on important resources and materials that may be used to inform the development of the Indigenous Orientation Toolkit



- ❖ Develop, engage and maintain relationships with the key partners and stakeholders working with IPW to develop the Indigenous Orientation Toolkit
- ❖ Lead the consultation process with a diversity of stakeholders
- ❖ Initiate and support thematic working groups responsible for developing Toolkit modules
- ❖ Work closely with curriculum developers and key partners to support the content development of the Toolkit, including Train the Trainer curriculum
- ❖ Act as a support and resource for trainers, including assisting with the development of resources and training of new trainers, as needed
- ❖ Help with the recruitment of Indigenous Elders and act as their link and resource
- ❖ Maintain a robust consultation process with Indigenous groups to ensure a quality Indigenous community led and informed Toolkit
- ❖ Schedule meetings of key partners, participate in working groups, take minutes, document progress, and follow up and report on key tasks
- ❖ Generate and review key documents that inform the Toolkit development
- ❖ Schedule and organize workshops for initial delivery of the Toolkit piloting workshops and collect feedback for the final document
- ❖ Source Orientation Toolkit resources and materials, maintain and store them for delivery to training workshops
- ❖ Oversee the development, resourcing and maintaining of Indigenous Orientation website and updating with important content
- ❖ Act as cultural advisor to IPW's team on effective collaborations and partnerships with Indigenous Peoples and newcomer ethno-cultural communities in Manitoba - Canada
- ❖ Coordinate between working groups and IPW's sector tables

**Related Tasks:** In addition, the Indigenous Engagement Coordinator will support the implementation of other Indigenous engagement tasks that feed overall IPW Indigenous engagement strategies including providing input on IPW's Indigenous-Newcomer engagement, support bi-annual forums and annual visit to a First Nations Reserve for newcomer leaders.

### **Experience and Qualifications:**

- Bachelor's Degree in a relevant field such as Indigenous Studies, Urban and Inner City Studies, Education, Community Development, Anthropology, International Development Studies, Conflict Resolution or Political Science
- A strong and deep understanding of Canada's colonial history
- A combination of education, skills and experience will be considered
- 3-5 years experience in coordinating community based projects or initiatives in collaboration with Indigenous communities

- Knowledge of current trends and context of Newcomer/Indigenous relationships
- Strong understanding of common relational and social dynamics that exist in collective communities
- Impactful leadership skills in organizing and leading trainers and training facilitators
- Extensive experience in facilitation and project management skills
- Deep knowledge in organizing, facilitating and delivering workshops and training sessions
- Deep commitment to and demonstrated harmony with Indigenous communities and stakeholder/partnership engagement
- Organized management of information, project coordination and, engagement skills
- Excellent communication (both oral and written), interpersonal and intrapersonal relationship management skills
- Experience writing reports (ie: narrative reports for funders)
- A combination of Indigenous Land-Based Education, skills and experience is an asset
- Experience working with, or at a minimum basic knowledge of the diverse Indigenous and newcomer populations is essential

**Other Requirements (designations, certifications, specialized training)** Specialized study/training is an asset (ie: Indigenous teachings and traditional education, immigration and newcomers resettlement programs, and community and social development).

SPCW is an equal opportunity employer so all resumes will be considered on merit but preference for this position will be given to people of Indigenous decent. Applicants are encouraged to self-identify. This is a full-time position. The hours will take place primarily during regular business hours but there will be substantial evening and weekend work required.

The salary range for this position is \$45,000 - \$50,000 with benefits.

Only those who are selected for an interview will be contacted.

Please send resume and covering letter by 4:00pm September 15<sup>th</sup>, 2019 to:

Hani Ataan .A.  
Immigration Partnership Winnipeg  
432 Ellice Avenue Wpg, MB R3B 1Y4  
[hataan@spcw.mb.ca](mailto:hataan@spcw.mb.ca)



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