

## Job Information

Job title	<b>Indigenous Relations Coordinator</b>	Job Code: INDGCR	Pay Grade: M
Title of immediate supervisor	Indigenous Relations and Reconciliation Manager		
Department/Division	Corporate Services/Equity Office/Indigenous Relations		
Prepared by	Sheila Allen and Karen Ramsay Cline		
Date Created	May 5, 2026	Revised date	

## Job Purpose

Under the direction of the Manager, this role will develop an Indigenous Engagement Framework, and related policies and other District reconciliation work. This role will engage with First Nations and Indigenous housing providers to better understand their housing related interests and priorities and related land and reconciliation interests, funding mechanisms, and processes. This role conducts research and engages with leadership and staff across the organization, Indigenous organizations, governments, Indigenous housing providers, and urban Indigenous people. The Coordinator will establish and maintain relationship management systems and prepare reports and presentations to support Indigenous engagement.

## Duties and Responsibilities

### Building the Engagement Framework & Supporting Current Engagement Activities

- Conducts research on engagement strategies and best practices.
- Conducts ongoing engagements with various internal and external parties to better understand priorities, build relationships, gather information and identify engagement opportunities.
- Supports the Indigenous engagement work of other departments by drafting the overarching approach (Framework), coordinating with the Indigenous Relations and Reconciliation Manager and program leads to support common understanding of the status of relationships, providing advice, information and resources (policies, procedures etc) to support this work.
- Supports engagement activities both virtual and in-person.

### Support Indigenous Housing Initiatives

- Engages with First Nations and Indigenous housing providers to better understand their housing related interests and priorities.
- Facilitates housing and land interests by sharing information and referring interested parties to other divisions to support in-stream activities.

### Maintains Relationship Management Systems to Support Engagement

- Establishes and maintains a central relationship management system to track and report on engagements and to support overall District relationship management.
- Conducts research to support engagements, creates community profiles and prepares materials, simple graphics, statistical analysis for reports, presentations and projects.
- Maintains and updates website content for Indigenous Relations external page and Intranet site in collaboration with communications staff.
- Maintains files, prepares correspondence and other administrative duties related to Indigenous relations.
- Performs other related duties as required.

## Qualifications

- University Degree in related area such as First Nations and Indigenous studies, anthropology, business administration, planning, communications, public administration, or related discipline.
- If degree is not in First Nations and Indigenous studies, additional cultural competency education/training is required.
- Minimum 2 years of experience including:
  - engagement with various First Nation governments and other Indigenous organisations;

- writing policy, guidelines, processes, plans, frameworks;
- planning (e.g. developing plans, and/or planning projects, programs or initiatives).
- An equivalent combination of education and experience may be considered.
- Excellent interpersonal, communication, client relations, engagement, and organizational skills.
- Proficient skills in MS Office Suite applications, and database systems.
- Experience using client relationship management software would be an asset.
- Valid Class 5 BC Driver's Licence.

### **Physical Requirements**

- Primarily office work. May be required to carry display materials and set up take down items at events.

### **Working Conditions**

- Works in an office environment and drives to various meetings engagements in the local region. Some out of town travel may be required on occasion.