



JOB POSTING

Date: October 21, 2022

Competition: 22-104

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	Coordinator
School:	Office of Indigenization
Location:	New Westminster, British Columbia
Reporting To:	Director, Office of Indigenization

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Office of Indigenization:

The Office of Indigenization works on multiple collaborative efforts to support students, faculty, and staff while building and enhancing relationships with Indigenous people, organizations and communities.

Position Summary:

This position works across JIBC in collaboration with schools and divisions to support the success of the Office of Indigenization divisional plan, Aboriginal Service Plan, and the JIBC Living Indigenization Plan.

This role is responsible for applying Indigenous knowledges and methodologies to enhance the Indigenization of curriculum across JIBC, and to support the development of Indigenous competency requirements and cultural assessment tools across JIBC education, training, and research.

Primary Responsibilities:

- Works with JIBC educational programs on the Indigenization of curriculum and the development of Indigenous course content, providing advice and recommendations. Supports the implementation, evaluation, and continuous improvement of Indigenous content across JIBC.
- Develops and/or delivers courses materials and content to support staff and faculty development.
- Develops and/or delivers course materials and content to students.
- Develops and coordinates awareness and learning events for staff, faculty, and students at JIBC.

- Coordinates the Elders-In-Residence Program, including proactively building relationships and communication with the JIBC Elders-In-Residence, developing, and enhancing processes for the program, acting as a liaison between JIBC staff and the Elders-In-Residence, and developing the Elders Learning Series.
- Provides support for Indigenous learners.
- Supports Indigenous applied research activity.
- Supports or implements projects and initiatives identified in the Office of Indigenization divisional plan, Aboriginal Service Plan, and the JIBC Living Indigenization Plan.

Qualifications & Requirements:

Education and Training

- A bachelor's degree in education, Indigenous studies, or a relevant social sciences discipline (Masters preferred). In exceptional cases, Indigenous applicants without a bachelor's degree may be considered for the position.
- A minimum of 3 years relevant experience in the fields of adult education, Indigenous community engagement or development, and /or program delivery for a variety of Indigenous learners and clients.
- The preferred candidate will be of Indigenous ancestry and/or will have extensive knowledge of, and experience with, Indigenous communities and organizations.

Knowledge, Skills and Experience

- An extensive, in-depth knowledge of cultural protocols, history, and cultural values of Indigenous peoples.
- Knowledge and understanding regarding Indigenous post-secondary education.
- Proven experience in the design, development, implementation, and marketing/communication of education and training for Indigenous learners, communities, and organizations.
- Proficiency in Microsoft Office.
- Demonstrated ability to build strong internal and external relationships and work in a team environment using effective conflict resolution skills.
- Demonstrated project management skills and ability to exercise judgment, problem solve, and work with complex issues for successful resolve.
- Excellent interpersonal, written, and oral communication skills.
- Proven time management skills, with ability to set priorities and meet deadlines. Must be an independent self-starter who works well in a team environment.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

We also have an explicit [compensation philosophy](#) based on these foundational principles:

- 1) Fair compensation for the scope and breadth of job responsibilities and the education, competencies, and experience that employees bring to their roles
- 2) Security and protection to employees and their families
- 3) Support for skill development, upgrades, and other career development activities
- 4) Paid time off and other programs to help employees balance their work and personal demands

Salary Range: \$78,195.26 - \$86,883.50

Posting Date: October 21, 2022

Closing Date: Posting will remain open until a successful candidate is identified

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-104 via email to People & Culture at hr@jibc.ca.

For more information about this position, please contact: Jason La Rochelle, Director, Office of Indigenization, jlarochelle@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.

