



## POSITION DESCRIPTION

### Position Title: Program Lead, Indigenous Partnerships & Programs

<b>Position Term:</b>	Full-time permanent, 37.5 hour per week
<b>Salary Range:</b>	\$70-74K annually, plus a comprehensive benefits package
<b>Application Deadline:</b>	January 31, 2024 (5:00 pm PST)
<b>Estimated Starting Date:</b>	March 4, 2024

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The Fraser Basin Council Society (FBC) is a non-profit organization that works to advance sustainability in BC. We are seeking a Program Lead to support our Indigenous Partnerships and Programs (IPP) team. The position is intended to be based in our Vancouver office and delivered through a hybrid working arrangement (home and office). However, remote work from other locations in BC may be considered. This position will involve travel to urban and rural locations across BC.

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### Position Overview

Reporting to the Senior Manager, Indigenous Partnerships and Programs (IPP), this position assists in the effective development, implementation and administration of Indigenous-led and multi-interest projects that engage Indigenous Nations and Peoples in a good way throughout BC.

In addition, the IPP Program Lead role will assist the Program Manager with the implementation of the Realizing UNDRIP initiative. (For more information, see [realizingundrip.ca](http://realizingundrip.ca).)

### Essential Job Functions and Duties

The position helps to advance FBC's sustainability vision – social well-being supported by a vibrant economy and sustained by a healthy environment – across BC, through the development, management and implementation of the FBC Strategic Plan and Annual Operating Plan. Specifically, the position will support the advancement of Strategic Priority #6 which is to “advance reconciliation

in collaboration with Indigenous Nations and Peoples to uphold the Declaration on the Rights of Indigenous Peoples.”

The primary functions of the position are to lead and report on existing IPP projects, including those related to the Realizing UNDRIP initiative, as well as to identify and develop new opportunities.

There are two primary duties of this position:

1. Supporting the development of the IPP strategic plan; and
2. Designing and executing reconciliation and sustainability related IPP projects through:
  - Designing, promoting, convening and impartially facilitating collaborative meetings, workshops and other events involving a broad diversity of organizations and interests, which may include government agencies, businesses, not-for-profit entities and individuals from all walks of life
  - Impartially facilitating the resolution of inter-jurisdictional and other kinds of conflicts
  - Supporting the management of project / support staff, contractors and volunteers as appropriate, including:
    - Facilitating project/program team meetings to track progress
    - Ensuring that deliverables are achieved on schedule and within budget
  - Developing and nurturing trust-based relationships and partnerships with Indigenous government staff, elected or hereditary leadership, Indigenous organizations and other reconciliation-related partners
  - Facilitating connections and collaboration among organizations and interests pursuing common sustainability and reconciliation-related goals
  - Identifying program/project funding needs, identifying funders and preparing/submitting proposals
  - Providing timely reports to funders
  - Supporting organization-wide planning and reporting within FBC through activities such as:
    - Providing briefing notes to the FBC Board of Directors and Committees of the Board, as appropriate
    - Seeking specific advice and direction of FBC Indigenous Directors of the Board and involving them in specific projects as appropriate
    - Participating in and providing updates at staff meetings
    - Providing regular reports on project goals, timelines, budgets and resource needs to the IPP Senior Manager

## Required Skills and Qualifications

- Significant experience working with Indigenous communities and facilitating meetings with Indigenous Nations and staff
- Demonstrated success at developing trust-based relationships with Indigenous peoples as evidenced by a pre-existing network of connections in rural and urban Indigenous communities
- Demonstrated experience in culturally safe facilitation and process design for a range of engagements and topics, including government to government, stakeholder and multi-interest engagement
- Demonstrated knowledge about Indigenous history, issues, rights, governance and culture in Canada and how various issues have contributed to systemic and institutionalized marginalization, racism, ableism and inequity. This should include knowledge of the BC Declaration on the Rights of Indigenous Peoples Act, the United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP), the Calls to Action from the final report of the Truth and Reconciliation Commission (TRC), and the final report of the Missing and Murdered Indigenous Women and Girls (MMIWG).
- Experience managing complex projects and working with multi-disciplinary, inter-jurisdictional and multi-cultural teams, including public, private and non-government sectors
- Degree in urban planning, natural resource and environmental management, First Nations studies **OR** combination of education, training and / or a minimum of four years of experience.
- Experience with government decision-making and policy development, including collaborative management and consensus-based decision-making
- Ability to build and foster relationships with Elders, Knowledge Keepers, urban and non-urban Indigenous communities, staff and elected officials within the orders of government, private sector and civil society
- Experience working in rural, remote as well as urbanized communities
- Knowledge and understanding of the environmental, economic and social dimensions of sustainability issues, policies and practices, particularly in relation to Indigenous governments
- Strong written and oral communication skills
- Willingness to travel within BC and to work occasional evenings and/or weekends

## Salary, Benefits & Work Environment

The salary range for this position is \$70-74K annually. FBC offers a comprehensive employee benefits package, which includes medical, dental and insurance coverage, an RRSP contribution matching program and professional development support.

FBC has a Communicable Disease Prevention Plan for all current and future employees during communicable disease pandemics such as COVID-19. The Communicable Disease Prevention Plan focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases.

Our organization is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will be given consideration regardless of race, ethnicity, gender, sexual orientation or disabilities.

## Application Instructions

Please send your resume and a cover letter to [Careers@fraserbasin.ca](mailto:Careers@fraserbasin.ca).

Application deadline: **January 31, 2024 (5:00 pm PST)**.

While we are grateful for all applications submitted, only short-listed candidates will be contacted.

**Thank you for your interest.**

## About the Fraser Basin Council

The Fraser Basin Council (FBC) is a charitable non-profit society that brings people together to advance sustainability in British Columbia. Our vision is for *“Social well-being supported by a vibrant economy and sustained by a healthy environment.”*

Strategic priorities of FBC are to build sustainable and resilient communities, take action on climate change, and support healthy watersheds and water resources. For over 26 years, we have undertaken a wide range of collaborative, multi-sector initiatives. Our work includes programs on flood management, community wildfire planning, air quality improvement, energy efficiency, green transportation, watershed planning and youth climate action projects. For more information, please [visit our website](#).

We are grateful at the Fraser Basin Council Society to live and work on the unceded, ancestral territories of Indigenous Nations across British Columbia.