

POSITION PROFILE

TITLE:	Executive Director, Indigenous Strategy and Reconciliation
EMPLOYEE GROUP:	Excluded
DEPARTMENT:	President's Office
EXECUTIVE SPONSOR:	President
PAY GRADE:	GRID: 15

POSITION SUMMARY:

Reporting to the President, the Executive Director of Indigenous Strategy and Reconciliation provides leadership and focuses on the overall strategic planning, administration, and evaluation of Indigenous Education Services and spearheads advancements toward reconciliation in alignment with the College's strategic directives. This includes raising awareness of Indigenous peoples' history, culture, and worldview among and within college administration, staff, and faculty and guiding the College towards an inclusive working and learning environment in which Indigenous peoples see themselves.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Three to five years of relevant experience working with Indigenous communities, combined with three to five years experience in an education capacity, or equivalent combination of education and experience within an Indigenous context may be considered.
- A Master's degree is considered an asset.
- Knowledge and understanding of current and historical Indigenous issues, cultures, practices, and Indigenous worldview.
- Experience in leading and implementing change-through the development of new strategies, policies, and procedures.
- Experience with the development and administration of budgets; operational, funding opportunities, grant, and proposal writing.
- Leadership and supervisory experience including personnel recruitment and performance management.
- Preference will be given to qualified persons who self identify as Indigenous

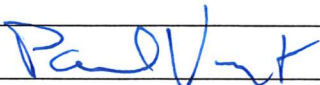
Skills and Abilities:

- Proven advocacy and conflict resolution skills focused on consensus building.
- Ability to serve as a representative and advocate of teaching and learning resources that support Indigenous learners with a commitment to promoting and fostering student success and service excellence.
- Excellent interpersonal and communication skills to effectively influence, inspire, and lead others.
- Advanced ability to develop strong relationships and teams, internally and within community through consultative and collaborative methods.

POSITION DUTIES:

- Works collaboratively across all campus locations, with all College departments and with respective Indigenous communities to develop relationships and provide leadership in co-creating practices, policies and systems that support Indigenous students' access to effective service and success for Indigenous learners at the College.
- Acknowledges, respects, and advocates the value of Indigenous perspectives in education supporting the Ktunaxa, Shuswap, and Metis in their efforts to provide meaningful and successful learning experiences to their members and other Indigenous peoples who choose to learn at the College.
- Develops a College wide strategy for addressing the calls to action from the Truth and Reconciliation, United Nations Declaration on Indigenous Rights and the Colleges and Institutes Canada Indigenous Education Protocol.
- Ensures Indigenous education strategic direction and planning is developed and acted upon within the context of the College's overall strategic plan; oversee the implementation of strategies to address reconciliation across the College, including administration, staff, and faculty.
- Builds and enhances collaborative relationships and effective communication within the college community and between the College and Indigenous communities, regional school districts, government bodies and external organizations, and through participation on regional Indigenous Committees and Council meetings.
- Works in accordance with the College/Ktunaxa Nation Memorandum of Understanding (MOU) as it pertains to Indigenous Education and collaborate with Ktunaxa Nation to develop an annual plan with internal systems necessary to ensure the KNC are engaged meaningfully and timely in strategies associated with the MOU.
- Engages and connects with Indigenous communities in our region for cultural support and advice regarding program delivery and student services. Develop a strategy for having regular advisory support from local Indigenous communities (e.g., Advisory Council, participation on governance committees) and assume responsibility for implementing and acting upon recommendations.
- Liaises with First Nation Education Steering Committee (FNESC) by subscribing to email list serve for information and best practices sharing.
- Remains current and informed on activities, best practices and recommendations relating to Indigenous education from the Ministry of Advanced Education regarding strategic direction.
- Attends and supports provincial forums that enhance and support Indigenous education.
- Recruits and select all personnel, faculty and support staff for the Indigenous Education department and oversee performance management and coaching.
- Develops and maintains annual budget of approximately \$250,000.
- Makes presentations and acts as a resource to the College's Board of Governors. Participates as a member of the President Council, Vice-President Academic Council, Management Council, College Policy Committee (CPC) and collaborates inter-divisionally to provide an Indigenous lens to strategic and operational initiatives.
- Promotes, represents, and delegates areas of responsibility both within and outside the College through active leadership and participation on College committees. Represents the College at the regional, provincial, and national level in support of initiatives related to Indigenous Education and Reconciliation.
- Seeks opportunities to initiate cooperative/partnership ventures with other institutions and/or agencies as appropriate.
- Other duties as required

This profile has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications, and experience may vary.

Original Date:	September 8, 2021
Modified Date:	
Manager Signature:	
Executive Sponsor/President Signature:	
Executive Human Resources:	