



1121 Jesken Road, Mill Bay, BC, V0R 2P4

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Job Title	Cultural Inclusion Advisor	Organization	Naut'sa mawt Tribal Council
Salary	\$65,000 - \$70,000	Department	Member Services
Position Type	1 year Contract	Supervisor	Director, Member Services

Position Focus:

Naut'sa Mawt Tribal Council (NmTC) is seeking a dedicated and knowledgeable Cultural Inclusion Advisor to lead the development and delivery of a program to enhance cultural sensitivity and inclusivity within NmTC Member Nations. The successful candidate will work closely with NmTC Member Nations, engaging with administrative staff and knowledge keepers to gather information and ensure that the program aligns with their diverse needs and cultural values.

Accountability

Reporting to the Director of Member Services, the Cultural Inclusion Advisor is responsible for developing their portfolio of work in alignment with Naut'sa mawt's strategic goals. This role will require collaboration with a variety of internal team members as well as contractors, elders, community members and other stakeholders.

Role and Responsibilities

The responsibilities of the position include but are not limited to:

Program Development

- Design and develop a Cultural Inclusion program based on initial engagement with Member Nations.
- Develop training materials, syllabus, and oversee program delivery

Inclusion:

- Ensure the program is accessible and inclusive, respecting the diverse cultural backgrounds of individuals within Member Nations and staff.

Member Nation Collaboration:

- Collaborate with Member Nations, engaging respectfully and meaningfully.
- Gather information to focus the program and identify desired outcomes.

Cultural Awareness:

- Demonstrate cross-cultural awareness in all program development aspects.
- Learn about the unique traditions and protocols of each Member Nation.

Training and Knowledge Transfer:

- Provide training and support to Nations, staff, contractors, and community members.
- Train participants to deliver the program, increasing capacity within the nations.

Continuous Engagement and Improvement:

- Develop metrics to assess program effectiveness and impact.
- Collect feedback from participants, members, and nation staff on delivery, relevance, and content.



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- Maintain and nurture relationships with Member Nations.
- Monitor the program for continuity, relevance, cultural alignment, and best practices, adjusting as necessary.

Education and Professional Experience

- Required: experience working with Indigenous communities (3 years or more)
- Bachelor's degree in Indigenous Studies, Policy and Program Development, Human Services, or related field and three (3) years of program development experience in a similar organization that involves program planning and evaluation, facilitation of training programs, policy development, etc.
- Proven ability to develop complete program curriculum, including corresponding materials and training modules.
- Equivalent combination of education, training and experience that demonstrates the ability to perform the duties listed may be considered
- Proficient in Adobe Acrobat and Microsoft Suite programs including Teams, Word, Excel and PowerPoint.
- Class 5 Drivers license with the ability to travel to Member Nation communities.

Knowledge, Skills, and Abilities

- Proven program development skills.
- Strong planning and organizational ability.
- Superior verbal and written communications skills.
- Excellent interpersonal skills are essential.
- Ability to work with a high level of confidentiality, tact and discretion.
- Results-oriented development, facilitation and implementation skills.
- Team player with a Member Nation focus.
- Excellent listening skills
- Accountable and dependable, with strong ethics and integrity.
- Consultative work style.

Qualified candidates are encouraged to apply by sending their resume and cover letter to melaniem@nautsamawt.com.

Applications will only be considered if eligible to work in Canada. Applicants requiring a work permit or sponsorship for employment in Canada are unable to be considered.

Note: This is a Hybrid / Remote position for those located within the Vancouver Island & Lower Mainland area. Ability to attend our Vancouver Island office when requested is a requirement.