



#102-2957 Jutland Rd,
Victoria, B.C.
V8T 5J9
Toll Free: 1-800-387-9853
Local: 250-940-9780
Fax: 250-590-6614

Job Description

Indigenous Inclusion Coordinator

About HCTF

HCTF administers a broad range of conservation funds and granting programs that benefit fish and wildlife and their habitats in BC. HCTF funding enables organizations to address priority conservation issues and management needs to maintain and enhance the health and biodiversity of British Columbia's fish, wildlife, and their habitats so that people can use, enjoy, and benefit from these resources.

Position Overview

This is a new, regular status full-time position. The funding for this position is linked to federal support which is secure until December 31, 2025. There is a possibility to extend the position after that time, however, the extension will be subject to available funds.

While HCTF's head office is in Victoria, BC, a remote work location is encouraged to facilitate engagement with Indigenous communities. Work will include travel across BC and within remote and northern communities, with travel to HCTF's main office in Victoria. Working hours may be conducted from home, the HCTF office, a remote or satellite office, or likely a combination of these. Travel to locations within job duty requirements will be reimbursed by HCTF. HCTF encourages qualified Indigenous applicants to apply because of the perspectives they would contribute to the position. Please self identify in the cover letter of your application.

The Indigenous Inclusion Coordinator is part of the Biology and Evaluation Team and reports to the Wildlife Program Manager. The Biology and Evaluation Team is responsible for coordinating and implementing the full suite of conservation grants managed by HCTF to improve the conservation outcomes of BC's fish and wildlife and their habitats.

This position identifies opportunities for shared success and collaboration with Indigenous Peoples across HCTF's many different granting programs and participates in meaningful engagement with Indigenous Peoples. The initial focus will be improving accessibility and inclusion within the Caribou Habitat Restoration Fund program, but the position will also provide input into other granting programs and organizational initiatives.

The Indigenous Inclusion Coordinator is responsible for developing and implementing initiatives that contribute to diversity, equity and inclusion within the Foundation. This includes developing new resources or systems to improve the accessibility to grants and the granting experience for Indigenous Peoples and other proponents. This position may also work to develop new granting streams within the existing programs and communicate them to existing and potential Indigenous grant recipients.

Areas of Responsibility

At the overall direction of the Wildlife Program Manager, the Indigenous Inclusion Coordinator leads the development, growth and implementation of new initiatives and resources. This position will lead processes which endeavor to anticipate and resolve a broad range of concerns and maximize overall inclusivity of HCTF's granting programs and policies.

In addition, the Indigenous Inclusion Coordinator may help lead, grow, or support Indigenous initiatives in other granting programs as well as other broader organizational initiatives.



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Key Activities

- Develops specific and culturally informed processes to facilitate respectful and effective communication, identify areas for improvement, and collaborative problem solving.
- Coordinates and facilitates information sharing sessions with Indigenous Peoples to share information about HCTF and its granting programs, and to learn about Indigenous ways of knowing, Indigenous laws, knowledges, principles, traditions, and traditional ecological knowledge for the purposes of improving collaboration.
- Identifies opportunities for Indigenous Peoples' involvement in HCTF's programs, and meaningfully engages to determine details of potential participation.
- Seeks and documents existing and historical information and develops reference materials, tools and systems based on Indigenous People's perspectives, case law, culture, and protocols to inform changes to HCTF granting programs.
- Reviews the terms and conditions, requirements, eligible activities, processes, and timelines of various HCTF granting programs and prepares recommendations to senior management for integration.
- Conducts outreach with existing and potential new Indigenous applicants to build awareness of HCTF's programs and increase successful funding opportunities. May include communications activities and content creation such as blog or social media posts, etc.
- Leads the research and development for a new component of the Caribou Habitat Restoration Program which will focus on Indigenous capacity building for caribou habitat restoration, including outreach with Indigenous Nations and Groups as well as post-secondary institutions and other organizations.
- Assists with the preparation of reports to funders and the public regarding program outcomes and developments as they relate to Indigenous engagement and participation.
- Assists with granting activities for existing programs as needed, including making improvements to programs or developing new processes/systems to improve diversity, equity, and inclusion.
- Identifies and evaluates potential partnering opportunities between HCTF and Indigenous Peoples across BC and works to implement new partnership opportunities where applicable.
- Develops communication materials, briefing notes and reports.

Accountabilities

Contributes to the HCTF mandate and vision

- Provides input to strategic and operational plans to enhance HCTF impact on habitat conservation and restoration within British Columbia; and
- Assists with granting and program development processes to support successful implementation of the Foundation's mandate.

Develops relationships

- Builds and maintains effective working relationships with proponents, funding recipients, stakeholders, non-profit organizations, Indigenous Nations and Groups, contractors, restoration practitioners, government representatives, and other partners.

Conducts communications and outreach assignments

- Outreach and engagement with existing and potential new partners to build awareness of the Foundation's programs.



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- General communications activities to promote HCTF's programs to existing or new audiences.

Contributes to the Foundation team

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development.
- Contributes to open and effective communication links between staff and the management team; and,
- Supports a healthy and safe working environment.

Dimensions

Budget: No budget oversight

This is a union position with a classification of Grid 21 and a current salary range of \$64,113.10 to \$72,947.45 (BCGEU Grid)



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Qualifications - Indigenous Inclusion Coordinator

Education and Experience

- A Bachelor's degree in a field related to the responsibilities of this position such as Indigenous Studies, Biology, Environmental Science, Natural Resources or Sustainable Resource Management; or, for persons without the forgoing, an equivalent combination of education, training and experience;
- At least five years of related work experience in one or more of the following areas: Indigenous engagement, natural resources management, conservation biology, environmental studies or another similar field;
- Experience working effectively, respectfully, and knowledgeably with Indigenous communities for mutually beneficial outcomes; and
- Developing and implementing outreach approaches to engage with a variety of audiences

Desirable Knowledge, Skills, and Abilities:

- Ability to resolve conflicts and communicate effectively;
- Ability to effectively develop and implement a broad range of initiatives;
- Building trust-based relationships with others; and
- Excellent time management with the ability to prioritize tasks and timelines.

Preference will be given to qualified Indigenous applicants (please self-identify in cover letter)

Preference may be given to applicants with one or more of the following:

- An understanding of environmental conservation and/or restoration issues in BC
- An interest in fish, wildlife, and their habitats in BC
- Experience in a non-profit organization
- Experience working with Indigenous organizations and/or communities

Behavioral Competencies:

- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves an awareness that a relationship based on trust is the foundation for success in delivering results.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings, and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.
- **Commitment** is visibly putting into action your stated commitments. It means "walking the talk" and following through. It includes communicating information and intentions openly, honestly, and regularly, and welcoming the same in others.
- **Building a trust-based relationships** requires a fundamental understanding that "relationship" is the foundation from which all activities happen, and that building a good relationship takes time and commitment.
- **Collaborative Planning, Organizing and Coordinating** involves shared planning, establishing priorities jointly, and assigning resources accordingly, with sensitivity to the competing demands faced by Indigenous people
- See https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies_bc_public_service_list.pdf and <https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies/indigenous-relations>