



**Position:** Indigenous Education Liaison

**Reports to:** Executive Director

**Date Posted:** February 28, 2019

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**Are you looking to be part of meaningful and innovative work?**

**Do you have in-depth knowledge of Indigenous worldviews?**

**Do you have existing relationships within the urban Indigenous community of Calgary, including Elders and Knowledge Keepers?**

**Do you have training development and facilitation experience with adult learners?**

**If yes, Calgary Learns would love you to join our small yet nimble team in the position of Indigenous Education Liaison!**

#### **About Us**

Calgary Learns is supported by funding from Alberta Advanced Education's Community Adult Learning Program (CALP). We build capacity of the Adult Foundational Learning field in Calgary through:

- Providing grants to local non-profit organizations that operate learner-centered programs that build adults' proficiency in foundational skills
- Providing professional development, support and guidance to foundational learning organizations and practitioners to build their capacity to develop and deliver effective learner-centered programs
- Supporting the connectivity between organizations to ensure access and smooth transitions between learning programs/services for adult learners
- Advocating for the needs of adults with foundational learning needs within the community
- Promoting the value of learning for adults who are developing their literacy and essential skills

For the past three years, Calgary Learns has been working closely with the Indigenous community, Elders and Knowledge Keepers to create an inclusive granting process and support Indigenous literacies and foundational learning programs. We acknowledge that the work must be centred in Indigenous ways of knowing, with authentic and intentional purpose that includes ceremony, relationship and reciprocity.

With new additional three-year funding from the Calgary Foundation, we look forward to expanding our efforts to support Indigenous foundational learners in our community including enhancing professional development opportunities to practitioners working with Indigenous learners.

As we continue our journey, we are looking for someone to lead both our granting and professional development work in this .9FTE role.

## Key Responsibilities

- Work with Executive Director and other Grant Coordinators to support the granting program
- Relationship building: facilitate and support critical connections among adult learning and Indigenous stakeholders
- Consult with Elders to support the Indigenous granting program
- Represent Calgary Learns on appropriate committees that relate to Indigenous adult learners and Indigenous funding opportunities to support cross-sector work
- Identify professional development required to increase program staffs' capacity to address the needs of Indigenous adults learning at the foundational level.
- Coordinate and deliver targeted, practical professional development to Calgary's foundational learning community and organize training using the expertise of other relevant professional development providers to address identified needs
- Facilitate and promote the open exchange of Indigenous information, resources and best practices among adult foundational learning community in Calgary
- Support communication activities for Indigenous content in organizational newsletters

## Required Expertise and Skills

- A demonstrated ability to work collaboratively within the Indigenous community and liaise between the Indigenous community and a broad range of other stakeholders
- In-depth knowledge of diverse Indigenous cultures, ways of knowing, protocol, and ceremony. Priority will be given to Indigenous applicants.
- In-depth knowledge of adult foundational learning and Indigenous literacies
- Excellent leadership, interpersonal and communication skills including verbal, written and presentation
- Strong training development, facilitation and community development skills
- Strong organizational and administrative skills with the ability to prioritize work tasks
- Proficiency in various computer applications (MS Office, Google Drive)
- Ability to work independently, as well as part of a team
- A university or college degree in education, community development or social services is preferred. Experience may be considered as equivalent. Previous non-profit experience is an asset as well.

Deadline to Apply: **March 18, 2019** or until suitable candidate is found

**To apply, forward resume and cover letter with salary range expectations by email to: [jobs@calgarylearns.com](mailto:jobs@calgarylearns.com) using the subject line "Indigenous Education Liaison Application"**

Thank you for your interest.

Only candidates selected for an interview will be contacted.

For more information about Calgary Learns, please visit [www.calgarylearns.com](http://www.calgarylearns.com)