



**Position:** Indigenous Education Liaison  
**Reports to:** Executive Director  
**Date Posted:** November 9, 2018

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Calgary Learns is a granting agency that supports foundational learning for financially and socially barriered adults in Calgary. We make community-based learning accessible, and promote the value of learning for adults who are developing their literacy and essential skills. We strive to build capacity in local non-profits that provide learning opportunities for adult foundational learners through our granting dollars, professional development opportunities, and celebration of the learners and professionals in this field.

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.

Our journey continues and we are looking for someone to lead this work.

**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?**

**Are you a team-player with strong interpersonal skills?**

If so, Calgary Learns is looking for you to join our small yet nimble team as the Indigenous Education Liaison and Grant Coordinator in this .9 FTE role.

The **Indigenous Education Liaison** will:

- Work with Executive Director and other Grant Coordinators to support yearly funding processes
- Be a key relationship-builder who facilitates and supports critical connections among adult learning and Indigenous stakeholders
- Consult with Elders to support ongoing funding process
- Represent Calgary Learns on appropriate committees that relate to Indigenous adult learners and Indigenous funding opportunities to support cross-sector work

- Identify and coordinate or deliver targeted, practical professional development to Calgary's foundational learning community with the goal of increasing practitioners' capacity to meet the needs of Indigenous adult learners
- 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

The successful candidate must possess:

- 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.
- Knowledge of adult education at the foundational level and Indigenous literacies
- Excellent leadership, interpersonal, communication, and writing skills
- 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: **December 3, 2018** or until suitable candidate is found

**To apply, forward resume and covering letter with salary range expectations by email to:**

**Nancy Purdy, Executive Director: [jobs@calgarylearns.com](mailto:jobs@calgarylearns.com) with 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).