



**Position:** Indigenous Education Liaison  
**Reports to:** Executive Director  
**Date Posted:** September 15, 2021

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Calgary Learns is seeking an Indigenous Education Liaison who will play an integral and dynamic role in advancing the impact of the Community Adult Learning Program (CALP) for Indigenous adults in Calgary. Our focus is supporting community-based learning opportunities for adults developing their literacy and foundational skills. Funded by Alberta Advanced Education's Community Adult Learning Program (CALP), we build capacity in local non-profits that provide learning opportunities for adult foundational level learners through:

- Providing program and initiative grants
- Supporting professional development opportunities for staff working with adults at the foundational learning level

For the past six years Calgary Learns has been working closely with the Indigenous community, including Elders and Knowledge Keepers, to create an inclusive granting process and support Indigenous foundational learning programming that is centred in Indigenous ways of knowing, with authentic and intentional purpose that includes ceremony, relationship and reciprocity. **We are looking for Indigenous Education Liaison to lead and expand this work.**

The **Indigenous Education Liaison** will:

- Develop and nurture relationships with Indigenous serving organizations who work in adult foundational learning
- Collaborate with the Indigenous community to determine the priority of adult foundational needs that need to be addressed locally
- Coordinate and/or provide professional development (PD) opportunities (workshops, coaching and content in our newsletter) to ensure practitioners in the field have the tools to best serve adult Indigenous learners in both Indigenous and non-Indigenous programs
- Work with Executive Director, other Grant Liaison and Elders/community leaders to support yearly funding process
- Steward the Indigenous grants and provide support and coaching to funded programs
- Represent Calgary Learns on relevant community tables and events as required

The successful candidate will bring the following qualifications and competencies:

- 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 Indigenous ways of knowing, learning and doing
- Knowledge of adult education at the foundational level
- Superior inter-personal skills and an engaging relational style in dealing with colleagues, applicants, grantees and stakeholders; able to develop long-term, collaborative relationships built on trust and openness
- Able to take initiative and work as a self-sufficient member of a small, close-knit team
- Ability to meet deadlines and manage a variety of projects concurrently
- Excellent communication skills (written, oral and delivery of presentations)
- Experience in facilitation, community development and collaborative work
- Strong computer-based skills (Google Drive, Word, Excel, PowerPoint, Zoom)
- 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.

This can be a .6-.9 FTE position (i.e. 21- 31.5 hours/week).

Deadline to Apply: **October 4, 2021** or until suitable candidate is found

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

[jobs@calgarylearns.com](mailto:jobs@calgarylearns.com)

**Please use the subject line "Indigenous Education Liaison"**

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).