

TITLE: Community Outreach Coordinator FIRE
POSITION STATUS: 0.8 (28 hours/ week), Permanent
REPORTS TO: Programs Manager
SALARY RANGE: \$33,600 - \$46,000 on 0.8 FTE
(compares to \$42,000 - \$57,500 on 1.0 FTE)
POSTING DATE: 14 April 2023
CLOSING DATE: 8 May 2023 at 12:00 PM
TARGET START DATE: ASAP

The Organization and FIRE Program

Edmonton Heritage Council provides programs and opportunities that are enriching to the lives of Edmontonians by creating connections that share, celebrate, preserve, interpret, and advocate for their heritage. Funding Indigenous Resurgence in Edmonton (FIRE) is a program of Edmonton Heritage Council, which provides grants, programs and workshops for Indigenous Peoples in the Treaty 6 area. The FIRE program is designed by Indigenous people for Indigenous people. This program supports Indigenous peoples' inherent right to self-determination and cultural resurgence, and we hope to provide folks with the support and resources to advance their brilliant work.

Responsibilities

The Community Outreach Coordinator, FIRE will coordinate workshops and outreach to advance EHC's goal of supporting Indigenous peoples in revitalizing and participating in cultural practice that connects them to their ancestors, the land, and living traditions. To fulfill this, the Community Outreach Coordinator, FIRE shall perform the following responsibilities:

1. Cultivate Relationships with Indigenous community members, agencies, organizations in Edmonton's heritage sector
2. Provide support and counsel to EHC management
3. Promote the FIRE program and raise awareness of EHC in the community amongst Indigenous peoples in amiskwacîwâskahikan and Treaty 6
4. Publish a monthly newsletter called The Beacon and post regularly on social media
5. Develop and lead workshops, presentations and in-services related to FIRE
6. Collaborate with other EHC programs, including ECAMP and HCIP
7. General administration of program

Desired Competencies

Technical Competencies

- understanding of the dynamic and layered histories and living traditions of First Nations, Métis, and Inuit communities living and working within the Edmonton area
- familiarity with Edmonton's history, heritage, and related sectors
- familiarity with the history of Treaty 6 and treaty responsibilities
- familiarity with heritage skills (research, documentation, interviewing, archives, podcasting, etc.)
- experience developing cultural and heritage-based programs that support community driven heritage outcomes (i.e. language preservation, documentation, oral history, land based education, Treaty studies)
- experience working with Indigenous ways of knowing and protocols regarding knowledge sharing, gathering consensus

- knowledge and understanding of the Truth and Reconciliation Commission of Canada, its history, Calls to Action, and work underway in response
- experience working with Indigenous communities in program delivery, community development, and outreach
- experience in leading/facilitating community workshops, engagement initiatives, and outreach programming
- training in inter-cultural competency, unconscious bias, and anti-racism
- strong working knowledge of Microsoft Office 365, Windows, and Mac operating systems
- strong working knowledge of Mailchimp and SurveyMonkey
- strong working knowledge of social media platforms including Facebook and Instagram, as well as scheduling tools such as HootSuite
- post-secondary education or related experience in fields such as Native Studies, heritage, history, museum studies, art and culture, community engagement, writing, public programming, project management
- experience using database systems
- strong coordination and administrative skills
- experience working with budgets
- experience with volunteer recruitment, screening, and training
- manual and policy writing/editing
- ability to communicate verbally and in writing with tact, clarity, and directness
- strong editing skills

Personal Competencies

- excellent time management skills
- ability to learn and adhere to established processes, as well as develop new processes as required
- creative problem-solving skills
- ability to plan, implement and evaluate
- work effectively within a team as well as independently
- ability to manage contracts
- ability to exercise good judgement in managing competing priorities
- critical, analytical and systems thinking
- have strong interpersonal skills to apply to internal and external relationships
- awareness of, and sensitivity to, ongoing effects of colonialism in heritage practice
- meticulous attention to detail
- solution-focused supportive mindset
- initiative
- conflict de-escalation
- ease and care with initiating contact with new people, navigating complex community spaces
- desire for learning and growth
- ability to empower others
- high level sense of personal responsibility and integrity
- ability to appropriately handle sensitive and confidential materials and information

Work Environment

EHC has moved to a hybrid operational model through the COVID 19 pandemic, with a balanced work-from-home and office schedule. During the initial orientation to the work, more



time in office may be required. In addition to regular workday hours, this position will require occasional evening and weekend work.

Please email resume and cover letter as a single PDF attachment by 12:00 PM on Monday, 8 May 2023 to:

Kyla Fisher, Interim Programs Manager
Email: kfisher@edmontonheritage.ca

As an equal opportunity and inclusive workplace, EHC welcomes applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two weeks of the closing date.