



Indigenous Outreach & Partnership Coordinator

About This Position:

Do you believe in the transformational power of museums? Do you want to help museums across British Columbia decolonize and build stronger partnerships with Indigenous communities? We are looking for an emerging professional with a passion for museums and Indigenous culture to join our team as an Indigenous Outreach & Partnership Coordinator.

This flexible temporary position is available from November 2020 until Fall 2021 with the possibility of extension.

Compensation & Working Conditions:

The BCMA office is located in Victoria on the Traditional Territory of the Ləkʷəŋən (Songhees) and Xwsepsum (Esquimalt) Peoples, however, we welcome candidates from all areas of BC, and we have systems in place to accommodate remote work. Due to the COVID-19 pandemic, the entire BCMA team is working remotely until January 1, 2021 at the earliest.

The BCMA offers a flexible working environment. The Indigenous Outreach & Partnership Coordinator position offers up to 35 hours per week, with the exact schedule and number of hours being determined by the successful applicant.

This position has an hourly salary of \$25 for a maximum of 35 hours per week. In addition to standard statutory benefits, the Indigenous Outreach & Partnership Coordinator will also receive modest contributions for health benefits and professional development. The coordinator will also be responsible for managing a small budget to hire speakers, webinar leaders, and resource contributors.

The BCMA team is small (currently 4 full-time team members) and works closely together on a daily basis. Slack is used for daily in-office communication and we hold regular team meetings over Zoom. We pride ourselves on building a welcoming and trusting team environment in which all members feel supported and able to make their voice heard.

Eligibility Criteria:

Position is dependent on funding from Young Canada Works and would be an excellent opportunity for an emerging professional who is interested in building a province-wide network and gaining experience in a variety of areas.

To be eligible, the candidate must meet the Young Canada Works funding criteria, and must:

- be 30 years of age or under at the start of the employment;

- have completed the school year at the start of employment;
- be registered in the Young Canada Works online candidate inventory;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*Please note that international students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Key Responsibilities:

The successful applicant will have the ability to make this position their own, bringing their unique ideas, talents, and passion to the role. Working with the BCMA staff, Council, and BCMA's Indigenous Advisory Committee, responsibilities may include, but may not be limited to:

- Developing cultural competency and collaboration materials and programming that could include website content, tip sheets, educational webinars and podcasts, among other means of information dissemination for sharing knowledge and creating dialogue between cultures
- Developing and implementing other outreach activities with Indigenous groups and other cultural institutions, in particular helping to form a bridge for building such partnerships throughout BC
- Engaging in partnerships with Indigenous stakeholders to inform BCMA policies and programs
- Building relationships, cultivating partnerships, and encouraging collaborations throughout the community
- Developing and assisting with funding applications to support new initiatives related to Indigenous engagement
- Outreach to Indigenous cultural centres and non-Indigenous museums, providing advisory services as needed
- Supporting the Indigenous Advisory Committee (such as through coordinating meetings and providing follow-up support for committee activities, among others)
- Working closely with all members of the BCMA team on shared projects

Knowledge, Skills, & Experience:



We encourage eligible applicants with diverse ranges and forms of experience to apply for this position. The BCMA wishes to empower success in this role and is happy to provide the successful candidate with training and mentorship opportunities to support them in their role.

Relevant experience and skills could include, but are not limited to:

- Knowledge of cross-cultural issues and ability to facilitate partnerships
- Experience working with Indigenous communities with first-hand knowledge of Indigenous cultures, practices, and heritage
- Excellent communication and interpersonal skills
- Experience and ease in public speaking, presentations and facilitation
- Culturally sensitive, pro-active, self-motivated, and personable
- Project management experience
- Ability to manage multiple tasks with changing priorities
- Ability to work within a team environment and within defined timelines
- Proficiency in common communication tools (for example Microsoft Office, Google Suite, Wordpress, Slack, Zoom, etc)
- Ability to present information and issues in a clear and concise manner
- Comfortably with technology and willingness to learn new things
- Ability to work from home or remotely

Preference will be given to a qualified individual of Indigenous descent.

How to Apply:

Please email a cover letter and resume to bcma@museumsassn.bc.ca by 11:59 pm (PST) Saturday, November 14, 2020 with a subject line containing the words "Indigenous Outreach & Partnership Coordinator Application."

Anticipated Start Date:

We would like to enable the successful candidate to start as early as possible, but depending on candidate availability, can accommodate a start date as late as mid-December 2020.

