



POSITION: Indigenous Liaison, Community Learning Network (CLN)
REPORTS TO: Executive Director, Community Learning Network
Date: July 1, 2017

General Purpose

This position is supported by funding from the Government of Alberta in order to build capacity within the Community Adult Learning Program to engage with and support Indigenous learners, communities, and Indigenous Peoples Post-Secondary Institutions (IPPSIs). Reporting to the Executive Director, Community Learning Network (CLN), this position works closely and collaboratively with CLN Staff, Government of Alberta CALP Grant Managers, CALP-funded staff and boards, and other Indigenous and non-Indigenous stakeholders.

Key Responsibilities

- Champion adult literacy and foundational learning within the context of the Community Adult Learning Program Guidelines
- Advise the CALP system regarding Indigenous issues, histories, cultures, demographics, and trends
- Work as part of a collaborative team to support funded community-based adult learning organizations to help them successfully engage with Indigenous learners, communities, and IPPSIs
- Work with the CALP system to identify and address barriers to accessing adult literacy and learning for Indigenous learners
- Support the CALP system to build positive relationships with community agencies in order to promote awareness of Indigenous issues and learning needs
- Recommend and support ways to establish and strengthen positive, working relationships with Indigenous communities, learning organizations and system stakeholders
- Promote cross-cultural understanding and facilitate communication and collaboration between Indigenous and non-Indigenous peoples
- Promote the CALP in Indigenous communities and facilitate access to CALP opportunities, services, and supports
- Support targeted professional development and training to Community Adult Learning Programs across Alberta
- Coordinate and/or deliver targeted professional development, training, mentoring and support to Community Learning Network staff and Advanced Education CALP Grant Managers
- Participate in local, regional and/or provincial committees as a CLN representative or content specialist as required

Specific Roles

- Achieve meaningful connections and keep regular contact and open communication with CALP staff through phone, email and in-person site visits
 - Provide customized one-on-one support to CALP staff and boards of directors
 - Identify relevant professional development, training and/or learning opportunities for CALP staff and boards to support development and increase capacity to meet the needs of Indigenous adult learners
 - Facilitate and promote the open exchange of information, resources and best practices among CALP staff and boards
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- Support literacy programming staff at IPPSIs with their professional development needs, and facilitate and support engagement and collaboration between IPPSIs and the CALP system
- Promote and support the integration of Indigenous content in programs, materials, and resources
- Provide support and information to CLN staff and Government of Alberta CALP Grant Managers
- Facilitate identified provincial professional development initiatives as required
- Based on input from CALP system stakeholders, Indigenous communities and knowledge keepers, recommend strategies to increase capacity of the CALP system to support Indigenous adult learners
- Regular reporting to CLN on relevant trends, issues, challenges and successes

Required Expertise

- Understanding of the diverse characteristics of Indigenous cultures, communities and experiences throughout Alberta
- An interest in and respect for different Indigenous cultures and worldviews (First Nations, Métis, and Inuit)
- Enjoy working with peoples from a wide variety of backgrounds
- Ability to maintain a balanced perspective
- Significant understanding of the CALP-funded programming areas: Literacy & Foundational Learning, Community Capacity Building, and Learner Support Services
- Specific expertise in Literacy & Foundational Learning programming areas such as Adult Literacy, Numeracy, English Language Learning, Basic Computer Skills, Foundational Life Skills, and Family Literacy
- Experience providing and/or facilitating training, coaching and/or mentoring

Knowledge, Skills and Abilities

- Excellent communication skills, including reading, writing, verbal and presentation skills
- Demonstrated relationship-building skills and facilitation skills
- Knowledge of adult learning in Alberta, including access to or connections with relevant system stakeholders, community partners and potential support resources
- Strong organizational and administrative skills
- Ability to manage and allocate time and financial resources effectively, to maximize program impact
- Proficiency with Microsoft Office applications (Word, Excel, Outlook)
- Creative and innovative – ability to think outside the box
- A commitment to lifelong learning

Education and Experience

- Minimum 3 – 5 years' experience working in adult learning
 - Knowledgeable about Indigenous histories, cultures, and issues
 - Work or volunteer experience with Indigenous communities, projects or peoples is required
 - Knowledge of an Indigenous Language is an asset
 - Post-secondary education in a related field (adult education, Indigenous studies, etc.)
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