

POSITION : Indigenous Liaison – Temporary Contract Position

REPORTS TO: Executive Director, Community Learning Network

General Purpose

This position is supported by funding from the Government of Alberta to build capacity within the Community Adult Learning Program to engage with and support Indigenous learners, communities, and First Nations Colleges. Reporting to the Executive Director, Community Learning Network (CLN), this position works closely and collaboratively with CLN Staff, Government of Alberta CALP Grant staff, CALP-funded staff and boards, and other Indigenous and non-Indigenous partners.

Key Responsibilities

- Champion adult literacy and foundational learning within the context of the Community Adult Learning Program Policy
- 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 mindfully engage with Indigenous learners and communities
- 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 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 partners
- 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

Specific Roles

- Achieve meaningful connections and keep open communication with CALP staff through phone, email, virtual and in-person site visits
- Provide customized one-on-one coaching and support to CALP staff, volunteers (tutors and board members), contracted facilitators and instructors
- 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
- Promote and support the integration of Indigenous content in programs, materials, and resources
- Based on input from CALP system partners, 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

- First-hand knowledge of Indigenous cultures, practices, and issues
- 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
- Knowledge and experience in adult foundational learning. An understanding of the Community Adult Learning Program system and mandate is an asset.

Knowledge, Skills and Abilities

- Excellent communication skills, including reading, writing, verbal and presentation skills
- Demonstrated relationship-building skills
- Ability to facilitate cross-cultural learning opportunities
- Strong organizational and administrative skills
- Proficiency with Microsoft Office applications (Word, Excel, Outlook)
- Proficiency with various technical platforms for communication and coaching (e.g. Zoom, Microsoft Teams)
- Creative and innovative – ability to think outside the box
- A commitment to lifelong learning