



## **Program Navigator** Victoria, B.C.

Join a growing team, dedicated to revitalizing First Nations arts, languages, cultures and heritage in British Columbia. The First Peoples' Cultural Council (FPCC) is looking to fill a PROGRAM NAVIGATOR position to support the success and impact of our programs.

The Program Navigator supports assigned communities and individuals and acts as primary contact for them throughout the process of application, reporting and grant administration. If you are a dedicated and experienced professional interested in working with a great team dedicated to work that supports cultural revitalization, we look forward to hearing from you!

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.

### **Who We Are:**

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support Indigenous arts, languages, cultures and heritage revitalization in British Columbia. You may learn more about us here: [fpcc.ca/about-us](http://fpcc.ca/about-us)

### **What We Offer:**

- We value your work-life balance and family/community time.
- Dental, extended health and vision care for you and your family.
- B.C. Public Service Pension.
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day for Truth and Reconciliation.
- Training and professional development opportunities to grow your career and skills.
- Travel opportunities to conferences and community events.

### **What You Will Do:**

#### ***Program Navigation:***

- Work from a place of cultural competency to collaboratively build strong and trusting relationships with First Nations communities and grant recipients.
- Act as primary contact for them throughout the process of application, reporting and grant administration.
- Onboard new users to the grant portal and troubleshoot issues as required.

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- Problem solve with grant recipients to resolve challenges and support successful delivery of projects.

***Program Administration Liaison and Reporting:***

- Work closely with the Program Coordinator to identify recipients requiring follow up. Reach out by phone to support recipients with application completeness, meeting reporting requirements and project issues.
- Contribute to accurate and effective project tracking, data and file management for the Program.
- Creates ad-hoc reports and participates in data gathering for FPCC reports.

***Community Engagement and Capacity Building:***

- Deliver program webinars and training as required.
- Identify community issues and barriers to participation. Share with Program Manager and Coaching team to support the implementation of the FPCC Community Engagement Plan.
- Contribute to the development and/or maintenance of a contact list of First Nations organizations, individuals, specific cultural communities and underrepresented populations.
- Booth work and involvement with promotion of programs.

***FPCC Internal Liaison:***

- Assesses program participant needs and resolve or refer to coaching team to ensure application and grant administration timelines are met or adjusted.
- Identifies barriers and potential process improvements and supports the implementation of improvements.

***What You Will Bring:***

- An acceptable related bachelor's degree ideally supplemented by two years in a program coordination role, or an acceptable combination of equivalent education, training, and experience in related fields.
- Experience in language revitalization and a thorough understanding of relationship-building and community engagement in a First Nations context is an asset.

***Skills and Abilities That Would Help You Succeed:***

- Strong project planning, financial, and administration skills.
- Excellent understanding of the First Nations language and cultural context in BC.

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- Experience in community development with First Nations people in BC, and a strong commitment to Indigenous language revitalization.
- Cultural competency in working with and relationship building in a First Nations community context. Ability to create rapport and relationships with community members, leaders, and knowledge keepers.
- Demonstrated ability to confidentially manage sensitive communications, while maintaining rapport with First Nations communities, and elders.
- Excellent oral and written communication skills, including writing grant proposals and reports.
- Knowledge of strategic community planning and language revitalization best practices.
- Experience with mentoring and coaching on program access.
- Excellent project administration skills.
- Open to new perspectives and different ways of thinking and working.
- Demonstrated ability to manage dynamic relationships with curiosity and a willingness to learn.
- Demonstrated experience in effective project, contract and program management.
- Strong file management and organizational skills.
- Excellent problem-solving skills and the ability to respond effectively to sensitive issues, inquiries, and complaints.

#### **Working Conditions**

- Most work is done in our Brentwood Bay office.
- Regular travel to meetings throughout BC is required.
- Travel to attend meetings, conferences, and seminars occasionally on short notice.
- May be required to work evenings and weekends.

For more information about First Peoples' Cultural Council, visit: [www.fpcc.ca](http://www.fpcc.ca)

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**FIRST PEOPLES'**  
CULTURAL COUNCIL

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**Please send a resume and covering letter to:**

Light Your Path Capacity Building

Email: [lightyourpath@telus.net](mailto:lightyourpath@telus.net)

**The posting will remain open until filled.**

The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOḺELP.

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. Depending on your role, FPCC reserves the right to require proof of a COVID 19 vaccination.

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