

Repatriation Specialist **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 REPATRIATION SPECIALIST position to support all areas of repatriation and general heritage research and analysis for the FPCC Heritage Program as well as assist with other heritage research projects.

In this 1-year term position, the Repatriation Specialist will report to the Heritage Program Manager and be responsible to perform duties specific to repatriation research, outreach, grants and projects, and the development of resources and databases. If you are a dedicated and experienced researcher who is passionate about supporting repatriation and general heritage research and analysis and has an interest 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

What We Offer:

- We value your work-life balance and family/community time.
- 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:

- **Research and Analysis:**
 - Assist the Heritage Program Manager and team with current repatriation cost analysis research project and heritage needs assessment project.
 - Conduct research to support B.C. First Nations' efforts to safeguard and steward their heritage, such as research to understand the best practices in conservation, funding mechanisms, heritage conservation and management, infrastructure development, revitalization and legal traditions and protocols.
 - Carry out data collection and analysis.
 - Assist with the research and scoping for a database to assist communities in managing and accessing their heritage data.

- Support the creation and maintenance of an inventory of B.C. First Nation's heritage belongings
- Initiate and manage projects to develop toolkits and other educational resources, such as repatriation and cultural heritage management videos.
- **Outreach:**
 - Distribute heritage related information to FPCC's network.
 - Participate and help develop heritage planning and engagement workshops.
 - Support organizing and implementing focus groups, peer review committees, roundtables, workshops, interviews, video recordings and conferences.
 - Respond to telephone and email inquiries.
 - Track outreach activities and provides brief reports to the Heritage Program Manager.
 - Work closely with FPCC's coaches, navigators and communications team.
- **Office Administration and General Tasks and Skill Requirements:**
 - Support the FPCC Heritage repatriation grant at its various stages, including drafting guidelines, report templates, criteria, jury materials, funding agreements, final funder reports and associated metrics.
 - Draft, review, summarize, or present reports and documents as directed by the Heritage Program Manager.
 - Assist with administration, preparation, and follow up for research projects and grants.
 - Organize mailouts of grant program correspondence, forms, cheques, and other materials.
 - Enter data with keen attention to detail.
 - Maintain a high level of confidential materials and processes.
 - Take detailed meeting notes and minutes.
 - Assist with booking travel arrangements and filing business expense claim forms.
 - Maintain knowledge of FPCC Heritage Program standards, policies, procedures and guidelines to understand and anticipate support requirements.
 - Maintain SharePoint and Common Drive system and organization. Retrieve electronic and paper files from storage as needed.
 - Use FPCC Grant Portal to generate data and reports.

What You Will Bring:

- Relevant post-secondary certificate focused on office procedures or management, arts, culture, communications, or an acceptable combination of equivalent education, training, or experience in related fields.
- Degree (or higher) in a field related to Heritage Conservation, Cultural Resource Management, Museum Management, History; archaeology, anthropology, ethnographic research, OR other related education may be considered.
- At least three (3) years of experience in heritage planning.
- Experience in leading complex projects, working groups, negotiation, and resolution of complex/controversial issues with Indigenous Peoples.
- Experience in museum operation, repatriation and artifact collection management.
- Must demonstrate competencies: Customer/Client Development, Results Orientation, Organizational Awareness, and Teamwork/Cooperation.
- Knowledge of and experience with UNDRIP, the TRC, and local and international repatriation policies.
- Knowledge of and experience with grant delivery processes.
- Knowledge of and experience working with B.C. First Nations.
- Experience in community engaged research, collaboration and co-creation of new knowledge.
- A Criminal Record Check (CRC) will be required.

Skills and Abilities That Would Help You Succeed:

- Exceptional oral and written communication and effective interpersonal skills.
- Superior research, writing and organization skills with the ability to present information and issues in a clear, concise manner.
- Demonstrated proficiency in Microsoft Office software.
- Ability to work well within deadlines and manage multiple tasks with changing priorities.
- Ability to deal effectively with sensitive and/or potentially challenging communications during outreach activities, using tact and good judgement with sensitivity and compassion.

Working Conditions

- Work is done in either the Brentwood Bay or Tk'emlups te Secwepemc (Kamloops) office.
- This is a 1-year term position.
- Although we can support remote work, the successful candidate must be available for on-site work if required.
- Travel may be required occasionally to conferences and communities in B.C. to support training and outreach.

For more information about First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter to:

Light Your Path Capacity Building

Email: 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 W̱JOŁEŁP.

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.