



FIRST PEOPLES'
CULTURAL COUNCIL

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 the primary contact 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 supporting cultural revitalization, we look forward to hearing from you!

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply.

Who We Are:

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to assist B.C. First Nations in their efforts to revitalize their languages, arts, cultures and heritage. You may learn more about us here: fpcc.ca/about-us

What We Offer:

- An equal opportunity, respectful and inclusive work environment.
- Travel opportunities to conferences and community events.
- Training and professional development opportunities to grow your career and skills.
- B.C. Public Service Pension.
- Dental, extended health and vision care for you and your family through Canada Life.
- We value your work-life balance and family/community time.

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 the primary contact for grant recipients throughout the process of application, reporting and grant administration.
 - Onboard new users to the FPCC grant portal and troubleshoot issues as required.
 - Problem solve with grant recipients to resolve challenges and support the successful delivery of projects.
- **Program Administration Liaison and Reporting**



- Work closely with the Program Coordinator to identify opportunities for recipient follow-up. Reach out by phone to support application completeness, meeting reporting requirements and project issues.
 - Contribute to accurate and effective project tracking, data and file management for programs.
 - Create ad-hoc reports and participate 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 these barriers with the Program Manager and Coaching team to support the implementation of FPCC's 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.
 - Support FPCC's booth at community engagement events to promote our programs.
 - **FPCC Internal Liaison**
 - Assess program participant needs and work with the coaching team to ensure application and grant administration timelines are met or adjusted.
 - Identify barriers and potential areas to improve processes and support 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 B.C.
- Experience in community development with First Nations people in B.C., and a strong commitment to First Nations language revitalization.
- Cultural competency working in a First Nations community context, and the ability to create rapport and build 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 accessing programs.
- 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 a general office environment.
- Regular travel to meetings throughout B.C. is required.
- Travel to attend meetings, conferences and seminars occasionally on short notice.
- May be required to work evenings and weekends.

The salary range for this position is **\$55,198 - \$57,146** based on experience and qualifications. The standard work week at FPCC is **35 hours**.

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

Please send a resume and covering letter to: hr@fpcc.ca

The posting will remain open until filled.

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

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.