



FIRST PEOPLES'
CULTURAL COUNCIL

Cultural Heritage Planner 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 **CULTURAL HERITAGE PLANNER** position to support the success and impact of our programs.

The Cultural Heritage Planner (CHP) supports the Heritage Manager (HM) with Heritage Program development, delivery, research, project management and process improvement.

As a member of the FPCC heritage team, the CHP assists B.C. First Nations in revitalizing and safeguarding their languages, arts and cultures. As assigned, the CHP participates in research and program development in areas of expertise.

If you are passionate about First Nations languages and are 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.

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 Delivery

- Assist the HM and team with planning and delivering heritage program activities, including managing one or more grants and projects, researching and writing research reports, developing resources and training materials and gathering and analyzing data.
- Ensure the delivery of assigned grants according to FPCC grant guidelines requirements.
- Lead and oversee the coordination of a grant Peer Review process.
- Guide grant applicants through grant drafting and approval processes and navigating FPCC's grant portal.



- Oversee the delivery of funding to grant recipients and maintain comprehensive records with associated budgets and reporting.
- Work closely with HM and heritage team to reduce barriers to grants by streamlining, simplifying and standardizing the grant process.
- Assist in drafting materials for the review of the HM, including but not limited to funder reports, heritage resources and tools, the Annual Service Plan Report and the Operational Plan Report.
- Liaise with Communications staff to support the promotion of grants and programs, including providing guidance and assistance with publications and promotions.
- Assist in preparing and implementing planning and research projects relevant to Indigenous heritage matters, such as best practices in heritage conservation and management, funding mechanisms, infrastructure development, legislation and policies and revitalization and planning.
- Assist the heritage team in providing heritage revitalization planning information for stakeholders and help develop B.C. First Nation heritage revitalization planning resources and training.
- Assist in preparing FPCC heritage-related proposals, reports and presentations.
- Envision and create tools, resources, training programs and research to support heritage revitalization.
- Support the development of focus groups, roundtables and conferences.
- And other duties as assigned.

Organizational and Financial Accountability

- Work collaboratively across FPCC programs and departments to ensure alignment and consistency and to improve program delivery, data gathering and management, resource development, research and training.
- Assist HM and team with the development of budgets and ensure funds are managed in line with organizational priorities and policies.
- Within the delegation of authority, ensure that financial resources are responsibly utilized and that contracts and deliverables are executed according to agreements.
- As required, may attend Leadership team, Advisory Committee and Board meetings to report on program/project/operational activities.
- Foster strong relationships with First Nations communities, Elders, knowledge keepers, language speakers and cultural experts to ensure their participation in the program delivery process.
- Maintain familiarity with the current context of First Nations Arts, Heritage and Language in B.C.
- Provide administrative support to the HM in gathering and providing information on the Heritage Program and FPCC as requested.
- Review and summarize miscellaneous reports and documents directed by HM and prepare background documents as required.
- Assist with administration, preparation and follow-up for special projects.



What You Will Bring:

- A graduate degree in Archeology, Anthropology, First Nations Studies, Museum Studies, or equivalent combination of education and experience, supplemented by at least 3 years' experience as a program manager in an Indigenous setting.
- A solid understanding of provincial, national and international legal instruments, legislation and policies relevant to Indigenous cultural heritage.

Skills and Abilities That Would Help You Succeed:

- Multi-task and manage diverse and complex workloads.
- Work independently to complete tasks.
- Be a highly creative, visionary and a strategic thinker.
- Be an innovative and articulate planner, mentor and advisor.
- Build and maintain strong relationships with community members and organizations, government, funders, related organizations and politicians.
- Lead initiatives and projects related to heritage planning and training.
- Have authentic experience understanding First Nations language, arts and heritage revitalization efforts across B.C. and Canada.
- Be an excellent communicator (written, verbal), and have some experience facilitating and managing difficult conversations.
- Solve complex problems and respond effectively to sensitive issues, inquiries and complaints.
- Maintain confidentiality and work with highly sensitive information and situations.
- Demonstrate tact and judgement in interpersonal relationships and be a role model and mentor.

Working Conditions:

- Most work is done in a general office environment in Kamloops or Victoria
- Regular travel to meetings throughout B.C. is required; a valid driver's license is required.
- Travel to attend meetings, conferences, or seminars occasionally on short notice
- May be required to work evenings and weekends.

The salary range for this position is **\$75,780 - \$84,940** 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 cover letter to: hr@fpcc.ca

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 W̱SÁNEĆ Nation people, in the village of W̱JOŁŁP. 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.