Senior Heritage Coordinator

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 **SENIOR HERITAGE COORDINTOR** position to support the success and impact of our programs. This is a one-year contract role.

The Senior Heritage Coordinator (SHC), in collaboration with the Heritage Manager, will coordinate and support the work of the Heritage program, which includes writing reports, managing data, supporting the needs of stakeholders, coordinating Peer Review Committees and the Indigenous Cultural Heritage Advisory Committee (ICHAC), preparing grant agreement letters and responses, preparing materials for the Finance team and Heritage department, monitoring and managing grant inquiries, supporting pilot projects and other initiatives.

The SHC supports the mandate of the First Peoples' Cultural Council (FPCC) which is to assist B.C. First Nations languages, and the Indigenous Arts and Culture Programs in their efforts to revitalize languages, arts and cultures.

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 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:

- 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:

Heritage Program Duties

- Write reports for the Heritage team for funders or government.
- Coordinate and facilitate or co-facilitate Peer Review Committees (PRC).
- Prepare grant agreement letters and responses for the Finance and Heritage Programs.
- Monitor and manage grant inquiries and develop a matrix.

- Coordinate and manage specific heritage grants and programs, such as the Braided
- Knowledge Grant, the Repatriation Grant and pilot projects and work with other teams to ensure the effectiveness of grants.
- Assist with data management and developing monitoring and evaluation metrics.
- Support the development of Cultural Heritage projects and initiatives, including pilot projects, research projects and associated funding.
- Schedule and plan ICHAC in-person and online meetings.
- Oversee the drafting, signing and submission of contracts, such as ICHAC and PRC
- Monitor Heritage inbox, respond to general inquiries, and organize emails as necessary.
- Oversee Grant Portal issues within the Heritage team and support Grant Portal use.
- Collaborates with all other staff on projects, events, daily operations, and program inquiries.
- Provides policy support, including advice, research and feedback on policy related to the Heritage Program and FPCC operations.
- Performs other duties as required by the Heritage Manager.
- Project management or support – 25% of time.

Research and Development

- Coordinates and participates in department cross-department meetings for heritage issues on behalf of the Heritage program.
- Develops reports and issue briefs when requested by the manager.
- Makes recommendations on strategies that will move heritage issues forward, including First Nations Heritage handbooks, toolkits, and information for leadership that the Council can make available on the website.
- Develops and maintain the Grant Writing Handbook and associated policies.
- Develops program criteria through consultation with communities.
- Works with BC First Nation communities to understand their needs, provide advice and consultation and build capacity by sharing knowledge resources.
- Designs and creates community development tools to enhance the success of projects.
- Attends and presents at conferences and workshops.
- Develops and delivers grant webinars.
- Provide feedback and approval for FPCC map use.

Stakeholder Engagement and Fundraising

- Develops and maintains strong relationships with BC First Nations communities, including travelling to communities, when possible, to provide in-person support.
- Develops and manages relationships with key stakeholders in BC, Canada and globally, including government, the academic sector and the private sector.
- Maintain master contact/outreach list.
- Create funding proposals as required.

- Facilitates communication between First Nation communities and education institutions relating to Culture and Heritage program development.
- Represents FPCC at community events, conferences and meetings as required.

What You Will Bring:

A graduate degree in Archelogy, Anthropology, First Nations Studies, Business Administration, or equivalent combination of education and experience, supplemented by at least five years of experience in program management in an Indigenous setting and at least two or more years of leadership experience.

Skills and Abilities That Would Help You Succeed:

- Good understanding and experience with community development in the First Nations context in BC.
- Excellent understanding of First Nations languages in BC and a general sense of Indigenous cultures across Canada.
- Ability to build and maintain strong relationships with community members and organizations, government, funders, related organizations and politicians.
- Demonstrated experience in effective program development, implementation and management.
- Excellent ability to write grant proposals and reports.
- Ability to effectively plan and facilitate meetings.
- Demonstrates diplomacy in communication style.
- Ability to maintain confidentiality, work with highly confidential information, and investigate and deal appropriately with confidentiality breaches.
- Demonstrated tact and judgement in interpersonal relationships.
- 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, seminars occasionally on short notice.
- May be required to work evenings and weekends.

The hiring salary range for this position is **$65,000 - $75,000** based on experience and qualifications. The standard work week at FPCC is **35 hours**.

FIRST PEOPLES' CULTURAL COUNCIL

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 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.