Senior Learning Program 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 **SENIOR LEARNING PROGRAM SPECIALIST** position to support the success and impact of our programs.

The Senior Learning Program Specialist (SLPS) plays a central role in advancing the FPCC Learning Centre's strategic priorities through strong project management, planning and development support. The SLPS ensures the effective development, implementation and sustainability of FPCC's learning resources and training initiatives, supporting innovation in learning while maintaining strong operational foundations.

The SLPS reports to the Director, Learning Centre. The SLPS supports the mandate of the First Peoples' Cultural Council (FPCC) which is to assist B.C. First Nations communities in their efforts to revitalize their 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:

Operational Development

- Support the Learning Centre Director in the development and maintenance of the Learning Centre's strategic and operational plans. Contribute to regular reporting on the strategic and operational plans through regular data collection, analysis and interpretation of Learning Centre deliverables and outcomes.

- Develop and maintain annual resource development and training plans and calendars, focusing on projects prioritized for development. Liaise with managers and directors in the Communications & Programs departments to ensure projects are aligned with priorities and delivered on schedule.
- Lead the design and implementation of ongoing resource and training needs assessments for First Nations communities. Conduct internal and external consultations and coordinate and implement external data collection and analysis. Prepare reports on the outcomes of the needs assessments, sharing findings and making recommendations that inform the strategic direction of the Learning Centre.
- Plan and implement community engagement activities related to Learning Centre initiatives.
- Develop and implement guidelines, workflows and approval processes for new resource and training development projects, to ensure that FPCC resources and training meet the highest standards for quality and accessibility. Communicate processes clearly to Program Directors, Managers and staff, ensuring consistent application in all learning development projects.
- Respond to inquiries from funders, community members and the public regarding Learning Centre resources and training opportunities.
- Support funding applications for the Learning Centre by drafting and coordinating funding proposals as requested.
- Provide Learning Centre-specific input on FPCC reports including but not limited to: MIRR Interim Report, Annual Service Plan Report, Operational Plan Report and other reports.

Learning Project Management

- Work closely with the Director, Learning Centre, and the Revitalization Learning Development Specialist to provide end-to-end project management support for Learning Centre initiatives, including the development of resources, training and special projects. Maintain project calendars and schedules, ensure project documentation is up-to-date and accessible, and provide support with reporting.
- Monitor Learning Centre project budgets to ensure projects remain within budget. Regularly track and report on project progress, risks and outcomes.
- Liaise with Communications, Programs and other departments as needed to guide new resources and training initiatives through established development processes, including review, editing, design and approval stages.
- Develop, implement and oversee an inventory system for FPCC's hard-copy learning materials, including all revitalization resources. Monitor inventory levels to ensure adequate stock and order new stock when needed. Make updates to FPCC's resources when needed, ensuring resources are maintained up-to-date.

- Ensure accurate and effective data and file management for the Learning Centre. Maintain the Learning Centre SharePoint site, ensuring materials and resources are organized, accessible and up-to-date.

Learning Innovation and Design

- Working closely with the Revitalization Learning Development Specialist, contribute to or lead the development of new learning resources as needed, including planning, writing and reviewing content.
- Oversee Learning Centre contractors engaged in resource and training development and training delivery. Ensure deliverables are met on time and meet quality standards and provide timely administration of contracts.
- Support the Learning Centre Director with the planning, development and implementation of an Online Learning Hub, providing coordination and project management support on an as-needed basis, including supporting coordination and communication across FPCC departments.
- Represent the FPCC Learning Centre at conferences, events and meetings within Canada and internationally
- Stay current on leading practices and innovations in cultural revitalization, adult learning and community-based education.

What You Will Bring:

A graduate degree (Masters or PhD) in Education, Indigenous Studies, Linguistics, or a related field (or equivalent combination of education and experience), supplemented by 5–7 years of experience in project management, with at least 3 years' experience in a learning and development context. Training or certification in project management or in Learning Design is an asset.

Skills and Abilities That Would Help You Succeed:

- Specialized education, training or demonstrated experience in Adult Education, Linguistics or education project management, particularly with a focus on First Nations communities, languages and/or cultural revitalization.
- Expertise in the design and development of adult education initiatives. Experience with adult education in a First Nations context is an asset.
- Good understanding and experience with community development and governance in the First Nations context in BC and a general understanding across Canada.
- Excellent understanding of the First Nations arts, heritage and language context in B.C. and a general understanding of Indigenous cultures across Canada.

- Ability to build and maintain strong relationships with community leaders and organizations, government, funders, related organizations and politicians.
- Demonstrated experience in planning (Operational, Community-Based and Revitalization), adult learning principles, training program development, training implementation and project management.
- Strong project management skills, including planning, tracking and reporting.
- Experience conducting needs assessments and supporting data-informed decision-making.
- Ability to work effectively in a fast-paced environment with multiple shifting priorities.
- Experience managing large volumes of data and conducting effective data analysis and interpretation to inform policy and program development.
- Familiarity with learning technologies and digital platforms.
- Excellent organizational, communication and stakeholder engagement skills.
- Ability to manage contractors and external partners effectively.

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 **$86,000 - $95,000** 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 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.