

**Posting #25-068CU**

## **Elder and Knowledge Keeper Representative First Nations Centre Regular, Full-time**

### **Purpose**

The Elder and Knowledge Keeper Representative (EKKR) plays a vital role in fostering respectful and meaningful relationships between Elders, Knowledge Keepers, and the broader University of Northern British Columbia (UNBC) community through the First Nations Centre (FNC) and Office of Indigenous Initiatives (OII). This position ensures transparent and accountable management of honouraria, helps to ensure cultural respect is maintained at all times, maintains comprehensive databases, and supports Canada Revenue Agency (CRA) reporting requirements. By coordinating logistical and cultural supports, supervising escorts and volunteers, and collaborating closely with colleagues, the EKKR advocates for cultural literacy, respectful engagement, and reconciliation practices. Through these efforts, the position strengthens community connections and advances Indigenization at UNBC.

### **Responsibilities**

Duties include but are not limited to:

- Developing and implementing cultural competency initiatives, resources, and practices that promote cultural literacy, reconciliation, and respect for Indigenous cultures in collaboration with the Indigenous Cultural Connections Coordinator and the Office of Indigenous Initiatives;
- Serving as the primary contact for Elders and Knowledge Keepers, coordinating speaking engagements, logistics, inquiries, and honouraria distribution in collaboration with Finance;
- Building and sustaining relationships with Elders, Knowledge Keepers, and the wider community by facilitating participation in events, workshops, and initiatives, and coordinating escorts and supports;
- Advocating for Elders and Knowledge Keepers by ensuring culturally sensitive requests, respectful engagement, and institutional practices that support reconciliation;
- Overseeing project management, and from time to time providing functional supervision for volunteers, Campus Cousins, and Graduate Student Assistants; managing databases, calendars, event logistics, and special project funds for honouraria;
- Collecting, analyzing, and reporting on honouraria disbursements and Elder/Knowledge Keeper engagement, identifying areas for improvement; and
- Contributing to the development and delivery of cultural awareness programming, workshops, and events for the campus community.

### **Qualifications**

The successful candidate will possess the following:

- Completion of high school, supplemented with additional coursework. A post-secondary degree is not required, though familiarity with the post-secondary environment and structures is essential for effective coordination with departments and representatives;

- A minimum of two to three years of experience working directly with Elders and Knowledge Keepers; this experience does not need to be within a post-secondary setting, but it would be considered an asset;
- Additional experience in Indigenous community engagement, event planning, or administrative tasks that demonstrates an understanding of cultural needs, complexities, and the cyclical nature of post-secondary environments;
- Proficiency with word processing and design software, including Microsoft Office Suite, Foxit PDF Reader, and online platforms such as Canva or PosterMyWall, to create event or program materials;
- Ability to demonstrate discretion and discernment when engaging with the UNBC community and surrounding Indigenous Nations and communities;
- Strong written and verbal communication skills, with the ability to engage in culturally sensitive and respectful communication between the university and Indigenous partners;
- Comprehensive understanding of and sensitivity to cultural protocols, with the ability to stay informed, ask questions respectfully, and support Elders and Knowledge Keepers while fostering cultural learning within the broader UNBC community;
- Training in areas such as conflict resolution, crisis management, project management, or trauma-informed program planning is considered an asset; and
- Familiarity with university policies and procedures related to Indigenous initiatives, diversity, and inclusion is considered an asset.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 5. The annual salary range for this position is \$55,091.40 to \$57,348.20 and the normal starting salary will be \$55,091.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities. **Indigenous persons are encouraged to self-identify.**

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-068CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30 PM on September 11, 2025.**

