

Posting #25-070CU

Indigenous Liaison Coordinator

Office of Indigenous Initiatives (Prince George, BC)

Regular, Full-time

Purpose

The Indigenous Liaison Coordinator (ILC) will be in a critical position to establish consistent communication with community leaders, members, and students within the regions. The focus of this position is to ensure that community connections are kept a priority at the University of Northern British Columbia (UNBC). This position will allow UNBC the ability to provide consistent reporting and regular institutional assessments on shared objectives built with community partners, and there is time for input and feedback as programs develop and grow.

Responsibilities

Duties include but are not limited to:

- Serving as the primary contact for Indigenous community members at UNBC;
- Promoting engagement within the University and external communities to embed Indigenous perspectives, values and understanding into institutional protocols, policies, and daily practices;
- Managing institutional reporting and data tracking responsibilities on program objectives;
- Offering expertise and guidance on integrating Indigenous perspectives, values, and knowledge into university protocols, policies, and daily practices;
- Collaborating across departments, regional campuses, and Indigenous communities and organizations to create culturally relevant programming for Indigenous students;
- Coordinating with UNBC's regional campuses and Indigenous communities to build supportive relationships;
- Traveling to Indigenous communities to foster relationships on behalf of UNBC; and
- Supporting program planning and community engagement at regional campuses and in Indigenous Communities.

Qualifications

The successful candidate will possess the following:

- An undergraduate degree in a relevant field and a minimum of 2 years of experience working with Indigenous Nations or organizations;
- Experience using word processing software such as Microsoft Office Suite, Foxit PDF reader, and Canva to create events or program information flyers and advertisements;
- Ability to demonstrate discretion and discernment when creating social media posts;
- Training in areas such as conflict resolution, crisis management, project management, and trauma informed program planning will be considered as an asset;
- Valid Class 5 BC Driver's License;
- Familiarity with the university's policies and procedures related to Indigenous initiatives, diversity, and inclusion will be considered as an asset; and

- Excellent communication skills, both written and verbal, to facilitate effective communication between the University and Indigenous partners, including the ability to communicate in culturally sensitive and respectful ways are also essential.

An equivalent combination of education and experience will be considered.

Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40.

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 8:30 am – 4:30 pm, 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. Individuals of Indigenous ancestry 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. 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 **#25-070CU** 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
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 August 27, 2025.