

*Posting #25-004CU*

## **Indigenous Youth Coordinator**

### **The Office of Indigenous Initiatives & The Office of Research and Innovation**

#### **Regular, Full-time**

#### **Purpose**

As part of the University of Northern British Columbia's (UNBC) commitment to fostering a strong research culture and supporting student success, the Indigenous Youth Coordinator plays a vital role in bridging pathways between Indigenous communities and post-secondary education. Reporting to the Director, Research and Innovation, as well as the Manager, Indigenous Initiatives, the Coordinator will plan, coordinate, and implement culturally relevant youth and transition programs that reflect the mission and goals of UNBC.

This position offers a meaningful opportunity for an individual who thrives on relationship-building and supporting Indigenous youth in their educational journeys. This role emphasizes the integration of Indigenous values and community needs into programming while enhancing UNBC's reputation as a leader in creating accessible, inclusive, and transformative educational opportunities.

#### **Responsibilities**

Duties include but are not limited to:

- Researching, developing, and implementing youth and transition programs tailored to the needs of Indigenous youth and communities. Developing initiatives that align with UNBC's goals and cultural values, ensuring inclusivity, and accessibility;
- Building and maintaining relationships with Indigenous communities, schools, and organizations to identify needs, foster trust, and deliver relevant programming in community settings;
- Facilitating opportunities for youth to explore careers and academic pathways, supporting their transition to university through mentorship, workshops, and preparatory activities;
- Planning and coordinating events such as open houses, community workshops, and youth-focused learning opportunities that enhance awareness of UNBC and post-secondary education. This includes managing STEM-focused camps, after-school programs, and career discovery events that are responsive to Indigenous youth needs and cultural practices;
- Collaborating with internal and external partners, including UNBC departments and community partners, to ensure cohesive programming that meets mutual goals;
- Advocating for the inclusion of Indigenous perspectives in University programs and policies, ensuring they reflect the values and priorities of Indigenous youth and communities;
- Collecting, analyzing, and reporting on program outcomes, using data to evaluate success, informing decision-making, and demonstrating impact. Major reporting includes assisting with the Annual Summary for Youth and Transition Programs and a Narrative Report to Actua (major funder); and
- Overseeing and managing youth and transition program budgets, ensuring resources are allocated effectively to support programming and community engagement activities.



## Qualifications

The successful candidate will possess the following:

- A minimum of a university undergraduate degree in education, social work, Indigenous studies, or a related field;
- OCAP and TCPS2: CORE certifications (or willingness to obtain upon hiring);
- Valid Class 5 B.C. Driver's License;
- A clear vulnerable sector Criminal Record Check;
- A minimum of 2-3 years of related experience, including:
  - Working with Indigenous communities;
  - Organizing culturally sensitive programs;
  - Engaging youth in educational or transitional initiatives;
  - Program development, budget management, record-keeping, and supervising student employees and volunteers; and
  - Collaborating with diverse stakeholders, including community members, educators, and institutional departments.
- Skills and competencies:
  - Trauma-informed practice;
  - Facilitation skills (workshops, meetings, etc.);
  - Conflict resolution and mediation;
  - Respectful and engaging inquiry;
  - Organizational and time management skills;
  - Strong written and verbal communication skills;
  - Cultural competency and sensitivity, particularly within Canadian-Indigenous contexts; and
  - Technical proficiency in Microsoft Suite.

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, Métis, or Inuit.

## 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 in their cover letter.**

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeewellbeing@unbc.ca](mailto:employeewellbeing@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 #25-004CU 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 January 28, 2025.**

