



EMPLOYMENT OPPORTUNITY

Indigenous Knowledge & Wisdom Centre (IKWC) Director of Innovation & Research

The IKWC-Director of Innovation and Research will report directly to the IKWC-CEO as a member of the IKWC-Senior Management Team. Leading an area of critical importance to the central strategy of the organization; from an Indigenous perspective, the Director will deliver creative and innovative strategies, research and knowledge. In addition to research and innovation, they will lead the strategic development of the IKWC Virtual Library to ensure the true, authentic voice of our people is heard, documented and conveyed.

The successful candidate will bring a track record of delivering creative and innovative strategic research and knowledge exchange outcomes at a senior level, strong personal networks, and the credibility to liaise as a senior representative for the IKWC with a wide range of internal and external stakeholders.

As the IKWC-Director of Innovation & Research you will:

- Foster, create and establish IKWC-Elder's Advisory Committee to ensure First Nation Indigenous Knowledge is shared, transferred, and documented in the most respectful and ethical way.
- Determine the present and future First Nation educational needs of the Innovation and Research department. Develop short and long-term plans for meeting those needs.
- Foster conditions which will ensure the improvement of the Innovation and Research department, the efficient use of resources, and the effective performance of personnel.
- Assist in the design and staffing of the Innovation and Research department, which will ensure that educational and administrative functions are carried out effectively.
- Be a research leader, capable of maintaining the confidence and cooperation of the Innovation and Research team.
- Effectively and efficiently manage the research program and administrative affairs of the department.
- Be a research leader, capable of creating an environment conducive to intellectual and research growth.
- Transferring Indigenous Knowledge to our Nations through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property).
- Liaising with First Nation agencies and historical organizations to ensure the appropriateness and accuracy of information collected in order that all students in Treaty No. 6, Treaty No. 7 and Treaty No. 8 (Alberta) are provided with accurate cultural knowledge and high-quality learning opportunities.

- Co-Chair the IKWC-Research and Ethics Advisory Committee. Create, design and develop a mechanism to ensure First Nation research conducted respectfully, ethically, and to the highest standard.
- Assist and participate in cultural and special events and other duties as required from time-to-time.

Qualifications:

- Master's Degree and/or related experience in social sciences fields. Ph.D in Education an asset
- A minimum of ten years work experience in management and research with First Nations in Education or related field
- Detail-oriented with excellent organization and time management skills
- Ability to work well under pressure and use good judgement in assessing difficult situations
- Ability to communicate in one of the affiliated First Nations of Alberta (Cree, Blackfoot, Dene (Beaver, Chipewyan, Slavey, Sarcee) Nakoda/Lakota-Stony, Saulteaux)
- Superior understanding of First Nations protocols
- Strong written/oral communication, research, proofreading and leadership skills
- Demonstrated ability in using MS Office applications (Word, Excel and PowerPoint) is required
- Reliable mode of transportation and valid driver's licence

CLOSING DATE: 4:30 p.m. November 3, 2017

SUBMIT: A cover letter, resume and three references to

The Indigenous Knowledge & Wisdom Centre (IKWC)
 Suite 201, 11710-Kingway Avenue, Edmonton, Alberta T5G 0X5
Attention: Clayton Kootenay, Interim CEO ceo@ikwc.org
 Resumes may also be emailed to: admin@ikwc.org

We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.