



# INDIGENOUS KNOWLEDGE & WISDOM CENTRE

## **kihciy askiy Project Manager – TERM POSITION**

IKWC is looking for an enthusiastic, knowledgeable, and motivated Project Manager. The successful applicant will be responsible for overseeing the kihciy askiy initiative.

As the IKWC kihciy askiy Project Manager you will oversee the continued development of the kihciy askiy Cultural and Educational Site within the City of Edmonton Whitemud Park and assist the organization in shepherding the project through the construction and implementation phases. Reporting to the IKWC-Chief Executive Officer, the manager will be a member of the IKWC Senior Management Team. The kihciy askiy Project Manager will from time-to-time seek the guidance of the IKWC Board of Directors and kihciy askiy Council of Elders.

You will engage community partners, City of Edmonton departments, Indigenous service providers, First Nations leadership in the region, and the Indigenous community at large, among others. You will also assist in preparation of applications for funding and proposal development.

### **As the IKWC kihciy askiy Project Manager you will:**

- Collaborate with the IKWC CEO and IKWC Director of Innovation and Research on the implementation and delivery of the IKWC kihciy askiy Work Plan 2020 and 2021.
- Liaise with the Indigenous Relations Office of the City of Edmonton.
- Ensure the completion of activities and deliverables as outlined in the Work Plan and in fulfilment of the IKWC/City of Edmonton Funding Agreement. For example;
  - development of operating policies and procedures;
  - a business case/sustainability plan;
  - coordination of Elders Council meetings;
  - participation in the Whitemud Park Stewardship Committee; and
  - engagement with community partners, among others.
- Prepare interim reports on progress of the Project for submission to the City of Edmonton.
- Prepare a final report on the Project for submission to the City of Edmonton.
- Assist and participate in cultural and special events and other duties as required from time-to-time.
- Assist in the identification of funding opportunities for the sustainable operation of the kihciy askiy Project, as well as IKWC operations and activities.
- Assist in preparation of applications for funding and proposal development.
- Assist in the development of educational resources and curriculum supports for educational programming to be delivered in the completed kihciy askiy Cultural and Educational Site.
- Promote a positive image of IKWC and its brand.

- Follow IKWC's staff protocol and Code of Ethics/Conduct as outlined in IKWC's policy manual.

### **Requirements and Essential Skills**

- Bachelor's degree and/or related experience in social science fields, a Master's degree is desirable.
- A minimum of five years work experience in project management with First Nations in Education or related field (Community Development, Health, etc.).
- Detail-oriented with excellent organization and time management skills.
- Ability to work well under pressure and use good judgement in assessing difficult situations.
- Management and leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Highly organized and detail oriented.
- Excellent analytical and problem-solving skills.
- Flexible working hours.
- Ability to communicate in one of the affiliated First Nations languages of the Treaty 6, 7, or 8 Territories (Cree, Blackfoot, Dene, Nakoda, or Sauteaux) is desired.
- Reliable mode of transportation and valid driver's license.

TERM POSITION START DATE: May 2020

TERM POSITION END DATE: May 2022

**APPLICATION CLOSING DATE: DEADLINE 4:30 p.m. May 22, 2020**

**SUBMIT: A cover letter, resume, and references to:**

The Indigenous Knowledge & Wisdom Centre (IKWC)  
Suite 200, 17304 – 105 Avenue, Edmonton AB, T5S 1G4  
**Attention:** Clayton Kootenay  
Chief Executive Officer, 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.*