



## DESCRIPTION OF DUTIES

**Title:** National Indigenous Liaison

**Job Description:** The National Indigenous Liaison will act as the national field representative to introduce the Wild Craft Foods Program story and staff, in a respectful manner, to numerous nations within Canada/Turtle Island. The Liaison provides the Indigenous lens and consults with Indigenous communities.

### Primary Responsibilities:

#### Liaison:

- Promote the organization's services, namely The Wild Craft Foods Employment Program across Indigenous communities.
- Facilitate communications and connections between Indigenous and non-Indigenous people.
- Bring together people who represent Indigenous communities with people who represent the organization as well as government agencies.
- Arrange for consultation between the organization and Indigenous communities.
- Advise others in the organization about Indigenous issues, cultures, trends, and demographics.
- Suggest ways to establish and maintain good working relationships between Indigenous and non-Indigenous peoples.
- Work with others to identify and remove barriers to employment for Indigenous people.
- Facilitate Indigenous people's access to the organization's services.
- Advise and help implement the organization's strategies.
- Identify resources available to Indigenous participants.
- Participate in community activities and events to promote cross-cultural engagement.

#### General:

- Follow the principles of reconciliation when leading work and values of reciprocity, integrity, trust and respect.
- Maintain and hold ethical space, especially when working in diverse groups.

### General Responsibilities:

- Abide by the policies of MCSCS as they exist or are developed.
- Familiarize self with scope and content of programs and services provided by Society.
- Maintain ethics and professionalism in delivery of service and in dealing with all clients and staff.
- Work collaboratively and proactively.
- Maintain a good working knowledge of community resources.



- Remain flexible and adapt to change.
- Provide constructive feedback to management about program content and systems.
- Maintain client confidentiality and documentation in accordance with privacy laws.
- Attend staff meetings.

<b>Qualifications:</b>
------------------------

- A genuine interest in and respect for various Indigenous cultures and history.
- Have knowledge about Indigenous communities, local history, cultures, and issues.
- Ability to work within Western and Indigenous contexts.
- Comfortable working with people from a wide variety of backgrounds. These include Indigenous community leaders, government representatives, and managers at all levels of the organization.
- Understanding of Indigenous cultures and protocols, and ability to engage respectfully with Elders.
- An interest in facilitating individual and organizational growth.
- An interest in building rapport with communities.
- Objectivity and broad-mindedness.
- Excellent communication skills, in person and in writing.
- Excellent interpersonal skills, particularly in listening, and in establishing and maintaining relationships.
- Organization and time-management skills.
- The ability to work as part of a team.
- The ability to project a positive, professional image.
- The ability to multitask in a fast-paced environment.
- The ability to market services.
- Able to spend much time away travelling and marketing the program, and acting as a community resource, and building community relationships.
- Consistent, reliable, organized, hard-working; you have a strong internal motivation.
- Ability to establish workload priorities, adjust to new or unexpected events, problem solve, and deal effectively with conflict situations.
- High level of computer skills to include: MS Office Suite, internet research and troubleshooting and ability to use presentation software and related technology.

**Submit resume to:**

Stephen Evans  
Executive Director  
[sevans@missioncsc.org](mailto:sevans@missioncsc.org)