

Job Title: Senior Indigenous Relations Advisor		Pay Grade: 9 (Interim rating)
Department: Office of the CAO		Reports To: Senior Manager of Strategic Initiatives
JJE Maintenance Review Date:	Content Last Updated: April 2026	Position(s) supervised: N/A

JOB SUMMARY

Reporting to the Senior Manager, Strategic Initiatives, the Senior Indigenous Relations Advisor (Senior Advisor) brings firsthand knowledge of Indigenous traditions, values and worldview to advise, guide and help the CVRD build organizational capacity through the development of education programs and operational practices that reflect our commitment to Truth and Reconciliation. The Senior Advisor provides leadership in the development of new programs and policies that address the Truth and Reconciliation Commission's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Declaration on the Rights of Indigenous Peoples Act (DRIPA).

In addition to providing guidance and capacity building for CVRD staff, the Senior Advisor helps support and strengthen the CVRD's relationship with the K'ómoks First Nation and builds trusted relationships with Comox Valley Inuit, Métis and urban Indigenous community groups, and First Nations with overlapping traditional territory. The Advisor will act as a liaison for the Comox Valley Reconciliation Advisory Table and plays an important role in advising the Executive Management Team and CVRD Board of Directors on Indigenous cultural awareness initiatives and community partnership opportunities.

MAJOR DUTIES AND RESPONSIBILITIES

1. As a project team member, provides advice and guidance to support respectful and reciprocal Indigenous engagement across CVRD departments.
2. Guides CVRD staff on protocol and best practices to integrate Indigenous perspectives and deliver meetings and events in a culturally safe manner.
3. Works with K'ómoks Administration to develop the necessary protocols and procedures to guide staff to work under the new treaty government structure.
4. Assists CVRD departments in the implementation of projects involving partnership with K'ómoks as a treaty nation. Takes a leadership role for the

CVRD on those projects involving cultural education for the community such as the implementation of traditional names, symbols, language, signage, artwork and event partnerships.

5. Supports the Office of the CAO to advance service agreements, partnership agreements, memorandums of understanding and initiatives of mutual interest under the new treaty government structure.
6. Works with K'ómoks First Nation to establish appropriate procedures for engaging with Hereditary Chiefs and Knowledge Keepers under the new treaty government structure. Builds relationships and provides opportunities to share knowledge with the CVRD board and staff.
7. Establishes, builds and maintains working relationships with Comox Valley Inuit, Métis and urban Indigenous community groups and First Nations with overlapping territory.
8. Continues to develop and implement the CVRD's Indigenous Learning Journey Curriculum and explore and identify additional resources and partnerships to support staff learning.
9. Supports Indigenous Cultural Awareness Initiatives at the CVRD such as Orange Shirt Day, Moosehide Campaign Day, Red Dress Day and Indigenous Peoples Day.
10. Acts as a liaison to the Comox Valley Reconciliation Advisory Table; builds relationships, identifies opportunities for community partnerships and supports CVRD staff to bring their initiatives forward to the Advisory Table.
11. Oversees updates to the CVRD's Indigenous Relations Framework and works collaboratively across departments to guide its implementation.
12. Collaborates with the Human Resources department on new policies and procedures that support reconciliation and cultural safety. Helps to guide the development of best practices, staff training and tools to support implementation.
13. Works with the Human Resources department to ready the CVRD to support recruitment and employment program opportunities for Indigenous candidates.
14. Develops various documents including reports, letters, presentations, briefing notes and speaking notes.
15. Provides input and recommendations with respect to policies, procedures, bylaws, programs, budgets and long-term planning.
16. Undertakes other responsibilities as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- An undergraduate degree of four years or equivalent in Indigenous Studies, Indigenous Business Leadership, Community Development, Public Administration, Communications, Planning, Social Science or a related field of study.
- Over four up to and including five years of experience working with First Nation, Inuit, Métis or Indigenous organizations in a government relations, senior administration, policy, facilitator, community development, community engagement or related role.
- An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid Class 5 BC Driver's License

PREFERRED QUALIFICATIONS

- Pursuant to Section 42 of the BC Human Rights code, preference will be given to applicants who self-identify as Indigenous (Status or Non-Status First Nations, Métis and Inuit).

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Direct experience building and maintaining trusted relationships with First Nations, Métis, Inuit and Indigenous communities and groups.
- Knowledge of Indigenous ways, traditions, values, communication styles, historical context and trauma-informed practices.
- Familiar with First Nations governance structures, consultation and engagement processes.
- Experience in preparing and developing programs and policy recommendations.
- Understands and considers different viewpoints to build consensus across diverse groups.
- Works collaboratively, respectfully and meaningfully with a variety of community partners, stakeholders and rights holders, including people with lived and living experience.
- Has a good understanding of the United Nations Declaration and the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission Calls to Action.
- Comfortable providing guidance to senior leadership about initiatives that can lead to organizational change.
- Uses a collaborative communication style that supports cultural safety.

- Creates and delivers presentations in a professional manner to senior leadership and elected officials.
- Ability to facilitate group sessions and meetings.
- Experience in writing a range of documents such as letters, presentations, briefing notes and speaking notes.
- Sets priorities, manages time and works independently.
- Ability to work flexible hours as needed to meet the requirements for engagement and attending community, committee and board meetings/events.

EMPLOYEE SIGNATURE

I have read and understand this job description

Print Name

Signature

Date