Position: **Director, Indigenous Engagement and Reconciliation Strategy**

Reporting To: CEO/COO <<TBD>>

Status: Permanent, Full Time

**About NPower Canada**

NPower Canada is a charitable organization that creates pathways to economic prosperity for Canada’s underserved youth and adults by launching them into meaningful and sustainable digital careers. NPower Canada operates from coast to coast in Canada, while our sister entity operates widely across the US.

As a national employment program, NPower Canada provides employers with access to a pipeline of eager, diverse and job-ready talent who are equipped with in-demand digital skills and are primed to succeed in the workplace.

As part of our corporate culture, we pride ourselves in innovation and continuous improvement, actively encouraging employees to bring fresh perspectives and ideas to the forefront.

**NPower Canada is a certified Great Place to Work® in 2023 and named a 2023 Best Workplace™ for Giving Back.**

**What We Offer:**

* Flexible work hours based on your function, promoting work-life balance. Our work environment is a hybrid of in-office and remote work, depending on your role and project requirements
* Comprehensive extended health care coverage with 100% premium cost paid by the employer
* A retirement savings plan with a generous matching contribution
* Opportunities for career development and tuition reimbursement
* A clear path for career advancement within a growing organization
* An equipment allowance and provided computer equipment
* Starting annual vacation of three weeks, with additional paid time off during the final week of December
* Generous paid Federal and Provincial holidays, personal days, and sick leave.

# **POSITION SUMMARY**

In its organization-wide Reconciliation Action Plan (‘RAP’), NPower Canada has committed to addressing several Calls to Action (#7,10, 11-14, 92) and components of UNDRIP. This commitment, at a strategic and programmatic level, involves redressing historical, structural, and systemic issues that negatively impact Indigenous communities.

Reporting to the <<CEO/COO>>, the **Director, Indigenous Engagement and Reconciliation Strategy** plays a pivotal role in advancing the organization's commitment to Indigenous engagement and reconciliation. This position will lead the development and implementation of strategic initiatives to foster meaningful relationships with Indigenous communities and allies, support FNMI program development and its participants, and integrate Indigenous perspectives into facets of NPower Canada’s internal operations.

This role is broadly responsible for developing and nurturing reciprocal relationships with Indigenous communities and individuals that will achieve meaningful reconciliation and measurable improvements to employment and education that equate to economic prosperity outcomes for Indigenous program participants. This is a key role that strategically shapes NPower Canada’s engagement and partnership outcomes in order to launch growing numbers of Indigenous job seekers into sustainable digital careers. This involves co-creating impactful programming and partnerships with Indigenous stakeholders, based on equitable sharing of power and resources, collaborative decision-making, and honouring Indigenous and non-Western cultures and ways of knowing, to advance reconciliation.

As a valued member of NPower Canada’s senior leadership team, the **Director, Indigenous Engagement and Reconciliation Strategy** will also provide strategic guidance to staff at all levels, as well as our Board of Directors. This position will have the executive support and authority to develop and drive meaningful change within the organization to ensure that strategy, operations and programs uphold NPower Canada’s RAP. The successful applicant will exhibit a strong dedication to relationship-building and reconciliation to amplify and lend support to the communities on the pressing issues of local Indigenous Peoples, as well as a commitment to diversity and inclusion.

Preference will be given to Indigenous candidates, including First Nations, Métis and Inuit peoples. Candidates who wish to qualify for preferential consideration will self-identify in their application.

**Accountabilities and Responsibilities**

**Reconciliation Action Plan** **Implementation**

* Lead the development and implementation of a strategic plan to advance NPower Canada’s RAP, collaborating with senior leadership to integrate Indigenous perspectives, knowledge, and practices into policies, programs, and practices across all functional teams.
* In collaboration with national and regional leadership, deepen partnerships with Indigenous and non-Indigenous agencies and businesses, exchange knowledge with subject matter experts across the country, and establish inroads for providing employment opportunities for our Indigenous participants.
* Build, develop, and maintain strong relationships with Indigenous communities, organizations, and leaders to foster trust, collaboration, and partnership with FNMI communities, government partners and other organizations with the aim of advancing reconciliation at all levels of the organization and acknowledging complexity and diversity within Indigenous Peoples and nations. Serve as the primary liaison between the NPower Canada and Indigenous stakeholders, representing the organization's interests and values in all engagements.
* Work with executive team colleagues and Committees of the Board of Directors to establish and track measures in assessing NPower Canada’s progress in advancing reconciliation.
* Collaborate with partners on the next phase of NPower Canada’s Indigenous Brand Marketing project and campaigns, aimed at developing meaningful communications and connections with Indigenous communities toward a goal of increasing Indigenous participation in NPower Canada programs.
* Act as the primary contact for any guidance and emerging issues needed within the Indigenous communities and provide leadership to the organization through tracking and managing, alongside Senior Leadership, emerging issues. Work with appropriate teams to track, monitor and communicate legislative and policy developments of potential impact to NPower Canada’s Indigenous strategy and programs.

**Leadership in Program Development and Evaluation:**

* Work with relevant senior leadership to ensure that NPower Canada meets its enrollment, graduation and employment goals for FNMI job seekers, including an 80% graduation and certification rate, and ensuring that 80% of Indigenous graduates secure employment and/or enroll in higher education within six months post-training.
* Active participation in long- and short-term planning, including defining the Indigenous-related outcomes for projects/programs; developing annual plans and budgets in collaboration with management teams; overseeing the development of project plans and providing leadership to support their implementation; evaluating; assessing and reporting on progress
* Work with the senior leadership on national core program delivery and evaluation, ensuring quality, consistency and strong outcomes across programs for Indigenous participants.
* Collaborate with Indigenous partners on the design and implementation of core program elements such as mentorship and wraparound support for Indigenous participants. Liaise with appropriate teams to ensure that NPower Canada’s programs are informed by Indigenous educational models and ways of knowing.
* Share information with communities. Conducts activities for deep listening and consultation with Indigenous job seekers, Elders, service providers and other stakeholders, including Indigenous participants and graduates, to incorporate feedback and learnings into program design and improvements.
* Collaborates with external evaluators to bring an Indigenous lens to program evaluation, quality and outcome measurement.

**Organization Development and Team Management:**

* Recruit, train and mentor full-time employees during the first twelve months of assuming the role to support with the implementation of Indigenous-focused priorities, partnerships and initiatives.
* Collaborate cross-functionally across programmatic and operational teams to implement strategic objectives.
* In conjunction with Director, HR, develop an Indigenous Outreach, Recruitment, and Retention strategy for NPower Canada with a focus on providing long term, meaningful career opportunities for Indigenous staff.
* Assist in guiding development and delivery of Indigenous-focused recruitment practices and training for NPower Canada hiring managers and placement specialists.
* Advancing cultural awareness learning opportunities and partnering with teams across the organization to ensure all work is grounded in cultural safety, respect, reciprocity, and humility. Provide ongoing support the development of NPower Canada’s Indigenous awareness and education, including recommending areas of focus and working with Director, HR to create modules, content and resources
* Provide leadership and guidance on Indigenous cultural competency training for staff and stakeholders to create an inclusive and culturally sensitive work environment.
* Contribute to the development of objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees.
* Contributes to senior management team strategies and activities across a wide range of areas from internal communications to technology procurement.
* Contributes to the development, communication and implementation of organizational policies and procedures.

**Who You Are:**

* Five (5)+ years’ recent related experience working for or with Indigenous organizations/programs including interacting and developing partnerships with Indigenous people, communities and the organizations that serve them
* Post Secondary degree or diploma in Indigenous Studies, Public Administration, Political Science, Law or a related discipline or equivalent experience engaging with Indigenous governments, communities and organizations
* Experience facilitating discussions, leading to consensus and long term partnership with diverse groups (e.g., Indigenous communities and organizations, senior managers, councils, officials, and other decision influencers)
* Understanding of Canadian Indigenous history, relations and current issues including knowledge of the Truth and Reconciliation Commission Calls to Action and the [United Nations Declaration on the Rights of Indigenous Peoples Act](https://laws-lois.justice.gc.ca/eng/acts/U-2.2/). Strong understanding of Indigenous national organizations and governance structures and processes
* Experience working with Indigenous Peoples and knowledge of Indigenous protocols, governance structures, and community dynamics, with a commitment to cultural safety and humility.
* Experience in directing outcomes-based programs supportive of Indigenous priorities, with a strong track record of managing teams to achieve and exceed KPIs
* Familiarity with Indigenous employment and training programs, post-secondary education systems, and workforce development strategies is an asset.
* Exceptional people management skills; demonstrated ability to coach managers and directors in effectively leading, mentoring and inspiring teams
* Demonstrated ability to manage people and teams remotely, putting systems, processes and best practices in place that facilitate open communication, trust and accountability
* Proficient in outcomes-focused data analysis, reporting and evaluation; applied knowledge of CRM databases such as Salesforce is required
* Experienced at supporting teams in navigating rapid growth and change while achieving target outcomes and maintaining quality standards
* Excellent organizational skills with the ability to manage multiple assignments to meet deadlines
* Ability to communicate in Indigenous languages is a strong asset
* Research, analysis and policy recommendation skill

**NPower Canada is an Equal Opportunity Employer**

We welcome and encourage applications from individuals of all backgrounds, those with disabilities, Black, Indigenous and people of colour.

NPower Canada will make every effort to accommodate any needs of candidates through the hiring process, under the Human Rights Code. Please inform us if you require any accommodation through the hiring process by emailing hr@npowercanada.ca

At NPower Canada, we believe in the potential of every candidate. Even if you do not meet 100% of the job requirements above, we encourage you to apply. We understand that no one is a perfect fit for every job description, and we value diversity in thought, experience, and background. If you have most of the qualifications and are excited about the opportunity, we encourage you to apply. We are committed to considering all qualified applicants and finding the best fit for our team.

**Background Check Notification**

All offers of employment are conditional upon the successful completion of a background check; which includes professional and criminal checks.

 \*\*NPower Canada operates within a hybrid work setting that includes working at the assigned NPower Canada office and working remotely from home depending on project, position, or role requirements \*\*