

EMPLOYMENT OPPORTUNITY

First Nations Liaison

POSTING No: 2025-27

POSTING DATE: August 26, 2025

POSTING EXPIRY DATE: September 19, 2025, at 4:00 p.m.

Strathcona Regional District is recruiting for a First Nations Liaison. This position is responsible for supporting the development of relationships between the Strathcona Regional District (SRD) and local First Nations and Indigenous organizations. This position will advise, guide and build organizational capacity regarding First Nations culture, processes, engagement, reconciliation and partnership development. The First Nations Liaison provides leadership in facilitating and coordinating partnerships and projects to advance community development opportunities within the SRD.

MAJOR DUTIES AND RESPONSIBILITIES:

- Strengthen First Nations Partnerships and Engagement
- Support organizational capacity and cultural competency
- Provide advice and guidance
- Support the Communications and Strategic Initiatives Department

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Two-year post-secondary diploma in Indigenous Studies, Community Development, Social Sciences, Public Administration or related field of study.
- Minimum 3 years related experience in community development or program coordination.
- Knowledge and experience with local First Nations culture and communities in the SRD.

The position is full-time, 35 hours a week, with an annual salary range of \$77,787.27 to \$89,324.96, supplemented by a comprehensive benefits package.

The SRD has applied to the BC Office of the Human Rights Commissioner for approval to preferentially hire a person who self-identifies as Indigenous for this position.

HOW TO APPLY

We invite qualified candidates to submit a cover letter and resume quoting posting **#2025-27 First Nations Liaison** to hr@srd.ca. Successful candidates will be required to complete a criminal record check. We thank all applicants for their interest and will only contact applicants selected for an interview.



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First Nations Liaison

JOB SUMMARY

Reporting to the Manager, Strategic Initiatives, the First Nations Liaison is responsible for supporting the development of relationships between the Strathcona Regional District (SRD) and local First Nations and Indigenous organizations. This position will advise, guide and build organizational capacity regarding First Nations culture, processes, engagement, reconciliation and partnership development. The First Nations Liaison provides leadership in facilitating and coordinating partnerships and projects to advance community development opportunities within the SRD.

MAJOR DUTIES AND RESPONSIBILITIES

Strengthen First Nations Partnerships and Engagement

- Establish, build and maintain working relationships with the First Nations located within the SRD.
- Support First Nations that want to transition to active participation in the SRD Board by providing information, answering questions, and drawing on resources from elsewhere in the organization.
- Support the development of a First Nations Reconciliation Framework with interested First Nations and consultants to guide SRD's reconciliation and engagement efforts.
- Work closely with regional partners, including staff and directors of the Comox Strathcona Waste Management (CSWM), to guide the development of strategies and plans for meaningful engagement with First Nations communities on solid waste management in the SRD and Comox Valley Regional Districts (the CSWM service area).
- Organize outreach and relationship-building events.
- Participate in local, provincial and federal programs and projects that relate to First Nations interests.

Support organizational capacity and cultural competency.

- Provide input to assist in the development of best practices, training and tools to support the organization's efforts towards reconciliation and appropriate engagement with First Nations.
- Facilitate learning opportunities for SRD staff, directors and regional partners that support initiatives to build cultural competency.
- Coordinate information sharing and knowledge strengthening between the SRD, regional partners and First Nations. Evaluate the effectiveness of activities and make adjustments as required.

Provide advice and guidance.

- Identify opportunities to advance the process of reconciliation within the SRD.
- Support and advise the SRD's First Nations Relations Committee and advance the initiatives identified in the Committee's Strategic Plan.
- Support SRD projects such as Connected Coast, Just Like Home Lodge, and CSWM projects through guidance, partnerships, and engagement with First Nations communities.
- Provide information, advice and support to SRD staff, directors and regional partners to improve and strengthen relationships with First Nations.
- Provide input and recommendations concerning policies, procedures, bylaws, programs, budgets and long-term planning.

- Develop various documents, including reports, letters, presentations, agreements, speaking notes and agendas.

Support the Communications and Strategic Initiatives Department

- Provide cross-functional support to the Communications team and participate in corporate communications activities.
- Participate in public outreach and engagement about SRD and Regional Partners services and activities.
- Contribute to communication and engagement activities for SRD programs and projects, including creating and updating website, social media, and news release content.
- Identify emerging community and economic development opportunities and partnerships.
- Provide coordination and leadership to advance and develop projects, service agreements, memorandums of understanding and initiatives of mutual interest.
- Other duties/responsibilities as assigned.

REQUIRED EDUCATION AND EXPERIENCE (or equivalent combination)

- Two-year post-secondary diploma in Indigenous Studies, Community Development, Social Sciences, Public Administration or related field of study.
- Minimum 3 years related experience in community development or program coordination.
- Knowledge and experience with local First Nations culture and communities in the SRD.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- BC Driver's Licence – Class 5

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated cultural understanding of First Nations communities within the SRD and how to build relationships with these governing bodies in the context of local government.
- Familiarity with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission Calls to Action is considered an asset.
- Familiarity with local government regulation, operations and procedures, as well as provincial, federal and First Nations organizations would be desirable.
- Collaborative communication style that supports individuals and groups to achieve optimum collaboration and cultural safety.
- Willingness to develop skills in problem solving and conflict resolution, including learning how to identify the real issue and support respectful conversations.
- Self motivated and able to work independently, while contributing positively and collaboratively with others.
- Ability to multi-task, set priorities effectively, time manage, and problem solve, including early identification of issues and awareness of when they need to be elevated.
- Demonstrated facilitation, oral and written communication and presentation skills.
- Proven ability to coordinate and facilitate community participation and development processes.
- Ability to foster and promote positive relationships.
- Ability to promote positive change.



Job description

August 2025

- Proven team player who can follow a system and protocol to achieve a common goal.
- Highly organized and well-developed oral and written communication skills.
- Ability to travel throughout the SRD, and on occasion to the Comox Valley Regional District.