



NEW EMPLOYMENT OPPORTUNITY!

Job Title: Indigenous Knowledge Lead

Department: Government & Industry Relations

Reports to: Environmental and Regulatory Affairs Manager

Location: Fort Chipewyan, AB

Background:

Mikisew Cree First Nation - Guardians Program Overview:

Guided by the wisdom of our Elders and land-users, the MCFN – GIR'S Guardians program combines Indigenous Knowledge and western science to address community concerns about wildlife in our homelands. The Guardians program seeks to gather information about the health status of wildlife, changing population numbers and range, habitat health and abundance, and the viability of hunting species of cultural importance. The Guardians program also seeks to provide educational opportunities for youth and Elders to come together. Information gathered through the Guardians program assists the MCFN-GIR in negotiations and environmental assessments for proposed resource development projects and co-management decisions. Finally, Guardians engage in public outreach and education to promote ways of life consistent with Mikisew stewardship values.

Indigenous Knowledge Lead

The Indigenous Knowledge (IK) Lead is responsible for administering and/or supporting Indigenous Land Use / Indigenous Knowledge Studies and the collection of land and resource use information, participating in special projects and the general administration of areas of responsibility. The Indigenous Knowledge Lead will also be responsible for the coordination of IK studies, help identify appropriate interviewees for various studies, lead workshops and support Guardians activities.

Primary Accountabilities:

- Provide support in the development of an Indigenous Knowledge budget,
- Communicates and engages with Elders and community members of the MCFN on land use planning, wildlife management and various other issues and concerns in the region,
- Develops, conducts and/or helps to schedule surveys and interviews with MCFN members to collect Indigenous Knowledge information,
- Draft reports, analyze data and summarize project work that will be shared with the community and GIR team,

- Analyzes Indigenous Knowledge, historical data and traditional land-use information and reports,
- Uploads IK information into the Community Knowledge Keeper database,
- Supports and supervises technical consultants when needed,
- Researches, recommends and manages third party contracts and/or projects,
- Coordinates translation and transcribing of written materials and oral presentations,
- Obtains and ensures visual tools, including maps are available, as needed,
- Assists industry, government and/or technical consultants in understanding Indigenous knowledge and incorporation into projects and planning processes,
- Develops and implements procedures for collecting land and resource use information,
- Contributes to revising Indigenous Knowledge Collection Protocols/Guidelines as requested,
- Provides support/expertise on special projects, to include film projects, educational materials development and resource management planning as requested,
- Develops and maintains computer files and hard copy files related to areas of responsibility.

Additional Responsibilities:

- Schedule meetings as required, take accurate meeting minutes, and distribute and report accordingly,
- Represent MCFN at external meetings, forums and workshops as assigned, or required in the performance of the Indigenous Knowledge Lead,
- Assist in developing annual budgets and report monthly to the Environmental and Regulatory Affairs Manager,
- Perform all duties and responsibilities in accordance with policies, standards, protocols and procedures of the MCFN as directed by the Director,
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Director,
- Contribute effectively as a team member to the overall plans and objectives of MCFN,
- Contribute to the GIR team to include responsibility for:
 - Assisting the Director by contributing to the development of the annual GIR strategic plan,
 - Working cooperatively and effectively with MCFN staff members,
 - Participating in all applicable initiatives, workshops, conferences and meetings,
 - Contributing to MCFN communication strategies and activities such as news bulletins, newsletters and the MCFN website.

Job Knowledge and Skills:

- Diploma or Certificate in Indigenous Studies, Geography, Anthropology, Humanities, Social Studies or a related field of study,
- At least 3 years' experience working on matters related to Indigenous Consultation, Wildlife Management, Cultural Impact Assessments, Indigenous Knowledge Studies or Traditional Land-Use,
- Experience working for a First Nation Organization considered an asset,
- At least 5 years' experience working in Indigenous communities and a demonstrated in-depth knowledge of Indigenous worldviews, cultural practices and protocols,
- Excellent people and communication skills, including sensitivity to needs of a diverse range of people,

- Demonstrated knowledge/experience in the areas of Indigenous Knowledge, community engagement, communications and community organizing,
- Community engagement facilitation skills (large groups, small groups, workshops, Indigenous Knowledge interviews) and ability to speak in large groups and in public,
- Ability to record accurate notes, minutes, action items and record keeping,
- Excellent oral and written communication skills, strong active listening skills,
- Proven planning, prioritizing, organizing and coordination skills,
- Proven leadership, team building, conflict resolution and project management skills,
- Excellent interpersonal skills with the ability to establish and maintain successful and effective relationships with a variety of internal and external contacts,
- Excellent judgement and ability to make decisions and communicate in a way that advances the best interest of the organization at all times,
- Excellent interpersonal skills with the ability to establish and maintain successful and effective relationships with a variety of internal and external contacts,
- Has an understanding of Mikisew Cree First Nation (MCFN) culture, demonstrates cultural competency and sensitivity towards MCFN cultural traditions with the ability to use sound judgement and diplomacy in high stress/conflict situations,
- Demonstrated adaptable skills with the ability to multi-task in a fast-paced environment,
- Ability to work independently as well as collaboratively in a team environment,
- Advanced computer skills and use of MS Office, Adobe Acrobat and statistics/data analysis software, and proficient with technology, including audio/visual equipment,
- Proven ability to maintain confidentiality at all times,
- Valid Driver's License.

Job Profile Summary

- Work is performed in an office environment
- Some evenings and weekends may be required
- Willingness and ability to travel, including travel to remote areas
- Successful Criminal Record Check
- Ability to speak/and or understand the Cree language is considered an asset
- Certification in Project Management is considered an asset

Job Type: Fixed term, ending March 31, 2026 (with possible extension)

Experience: 5 years (required)

Education: Diploma or Certificate in Indigenous Studies, Geography, Anthropology, Humanities, Social Studies (required), Bachelor's Degree (preferred)

Location: Fort Chipewyan, AB (preferred)

Salary: Negotiable based on education, experience and skills