



Posting ID	09-2024
Posting Type	Internal & External
Posting Date	December 17, 2024
Closing Date	December 30, 2024
Number of Openings	1

## Indigenous Services Liaison (Permanent, Full Time)

**Wood Buffalo Regional Library (WBRL) is seeking an Indigenous Services Liaison to join our team!**

### Key Responsibilities and Duties:

- Oversee and implement Indigenous library services initiatives at WBRL across all departments., collaborating with other employees as needed.
- Lead the Indigenous Services Working Group focusing on library service delivery and special projects. Propose recommendations for WBRL's Implementation of the Truth and Reconciliation Commission's Calls to Action and other reports.
- Develop and maintain effective working relationships with members of the Indigenous and rural communities, and Indigenous community groups.
- Assist in developing and implementing WBRL's Strategic Plan as it relates to library services for the Indigenous community and rural communities and evaluating the success of action items.
- Propose, plan, prepare, deliver, promote, and evaluate programs and events with and for the Indigenous community throughout the region.
- Develop and promotes the First Nations, Métis, and Inuit material collection.
- Lead Indigenous space making at WBRL, in collaboration with other employees and community members.

The Indigenous Services Liaison works collaboratively with colleagues and is dedicated to meeting WBRL's service goals.

*This position requires travel throughout Fort McMurray and the Regional Municipality of Wood Buffalo.*

### Education and Experience Qualifications

Required:

- At least 3 years recent experience working in a similar role, with responsibilities including working collaboratively with Indigenous communities, organizations, Elders, and leaders, building relationships with external stakeholders, and observing cultural protocol.
- At least 2 years recent experience planning, preparing, and presenting programs in a public setting.

Considered an asset:

- Diploma or undergraduate degree with significant course content in education, Indigenous studies, or community work, or Master of Library and Information Studies degree, or equivalent, from ALA-accredited institution with a focus in Indigenous librarianship.
- Standard First Aid Certification.

### Knowledge and Abilities

The successful candidate must demonstrate:

- Commitment to customer service excellence.
- Advanced knowledge of Indigenous history and way of life, with a focus on Treaty 8 and the Regional Municipality of Wood Buffalo.

- Basic knowledge of Cree or Dénesų́líné. (Fluency considered an asset.)
- Awareness of recreational and educational needs of the community.
- Knowledge of and ability to apply literacy principles, including but not limited to reading, writing, and numerical literacy, information and media literacy, and digital literacy.
- Knowledge of and ability to use technology including but not limited to computers and mobile devices, databases, software (e.g. Microsoft Office and Google Docs), operating systems, online applications, electronic resources, digital library services, STEAM technology and social media.
- Ability to assist, troubleshoot, and instruct others in the use of technology.
- Comfort in assisting library users from a variety of backgrounds and with diverse needs.
- Excellent communication and interpersonal skills, including presentation skills.
- Ability to engage large groups of people with confidence and maintain order during busy programs.
- Ability to develop training materials in a variety of formats and deliver training to others at an appropriate level.
- Ability to deescalate situations with the public and maintain a professional demeanor in difficult circumstances.
- Strong work ethic and level of personal accountability. Ability to be reliable.
- Ability to plan and prioritize tasks and manage projects, including financial management.
- Ability to manage multiple responsibilities at once and shift quickly from one task to another in a busy environment.
- Desire to learn, ongoing commitment to acquiring new knowledge and skills.
- Ability to identify and solve routine and atypical problems and facilitate appropriate resolutions.
- Ability to work productively and positively on a team.
- Ability to adapt in a dynamic work environment.
- Commitment to creative solutions.
- Ability to lead effectively with clear direction.
- Ability to use statistics and advanced knowledge of community needs to guide decisions.
- Ability to foster a climate of cooperation and to build relationships and trust with WBRL employees and departments, community partners, and external contacts.
- Ability to empower and support colleagues/employees to deliver effective, high quality library service and meet WBRL goals and objectives.

### Physical Requirements

- Ability to perform a range of physical motions, including routine and repetitive bending, pushing, moving, and carrying library materials.
- Carrying and lifting up to 35 pounds.

### Other Requirements

- Current, acceptable Vulnerable Sector Check conducted by the RCMP.
- Class 5 Driver's License and current, clean Driver's Abstract.
- Ability to drive WBRL vehicles.
- Ability to drive and work in all weather conditions.
- Comfort flying in a small aircraft to remote communities.

**To view the full job description, please email [workwithus@wbrl.ca](mailto:workwithus@wbrl.ca).**

<b>Schedule</b>	35 hours a week. Available to work flexible schedule, including days, evenings, and weekends, to meet WBRL operational needs.
<b>Hourly Rate</b>	\$34.58 per hour. In addition to the rate of pay, we offer other attractive incentives including an extensive benefits plan and a cost-of-living allowance (\$480 biweekly).
<b>Union</b>	CUPE 2157-01
<b>Reports to</b>	Community Engagement Manager, Community Engagement Department

If you would like to apply for this position, please send your resume and cover letter to [workwithus@wbrl.ca](mailto:workwithus@wbrl.ca). Please include Indigenous Services Liaison (Term) in the subject line. We appreciate the interest of all applicants. Only those individuals selected for interviews will be contacted.

*This position is open to all qualified candidates; though Indigenous applicants will be preferred. If you wish to qualify for priority consideration, you are asked to self-identify in your cover letter. In the event there are no qualified applicants, WBRL may, at its discretion, waive all or part of the education or experience requirements.*