



## **HIRING: PROJECT LEAD FOR INDIGENOUS INITIATIVES (Culture, Language, Health, Education and Reconciliation)**

Arrive Consulting is seeking to hire a Project Lead for Indigenous Initiatives to contribute to diverse projects that support the revitalization of Indigenous cultures and languages, Indigenous-led health and education initiatives, and reconciliation between Indigenous and non-Indigenous people. This position provides an excellent opportunity to build relationships with diverse organizations, develop leadership, gain consulting experience, and take part in meaningful work.

***About Arrive Consulting:*** Arrive is a B.C.-based consulting company that provides a range of services including planning, facilitation, curriculum development, research, communications and cultural competency training. We work with a wide variety of clients and partners, including local and provincial Indigenous organizations, Indigenous Nations, government agencies, educational institutions, community-based non-profits, and others. Our work focuses primarily on two areas:

- Supporting Indigenous organizations and communities to meet their goals related to planning, communications, and curriculum, policy, and program development.
- Supporting non-Indigenous organizations and communities to learn with and about Indigenous people and to facilitate change that enhances relationships with Indigenous peoples.

***The best things about working with Arrive are:*** We love our work and contribute to many meaningful and impactful projects. We have fun working together and we prioritize flexibility, balance, and learning. We seek to support employees' personal and professional goals. We value our relationships (with each other, our clients, and the communities we work with) as much as the products that we create for clients, and we prioritize building connections and engaging in work that supports positive change. We are respected by our clients because we deliver quality work that meets their needs, we show them respect and kindness, we complete our work on time and on budget, and we create valuable opportunities for reflection and transformative change. We have experience working with Indigenous consultants and communities in a culturally safe and strengths-based way, and we are excited about the skills, knowledge, and ideas a new member will bring to our team!

***About the position:*** Arrive is seeking new team members to apply their skills and experience to work that supports Indigenous self-determination, cultural resurgence, reconciliation, education about residential schools and colonialism, anti-racism, and cross-cultural learning. In this position you will be contributing to a dynamic portfolio of multiple projects. You will work closely with other Arrive staff and clients and will contribute your skills and expertise to support the diverse goals of the organizations we work with.



**The job duties include, but are not limited to:**

- Supporting organizations with a variety of projects such as:
  - revitalization of Indigenous languages, art, and cultural heritage
  - the development of learning resources for Indigenous organizations and communities
  - developing policies or programs related to health, education, child and youth care, and other areas
  - supporting Indigenous self-determination through strategic and operational planning, monitoring and evaluation, and communications
  - creating opportunities for non-Indigenous organizations to learn about Indigenous peoples, residential schools and colonialism, resilience and resurgence, and helping them to make organizational changes that facilitate better relationships
- Writing and designing communications documents such as reports and newsletters, presentations, literature reviews, learning resources/curriculum, etc.
- Facilitating meetings using diverse tools and approaches, including Indigenous cultural protocols and processes
- Conducting research, including the development of research tools, interviews and focus groups, data analysis, and reporting
- Contributing to the development of project ideas, plans, communications, and approaches in consideration of Indigenous protocols and culturally-safe practices
- Facilitating and supporting strategic and operational planning
- Business development and client relationships to develop new projects and maintain strong connections within Indigenous organizations and communities
- Provide support and guidance to sub-contractors, graphic designers, and other Arrive team members
- Project management, including managing budgets, timelines, project deliverables, and client relationships



***Commitment to Indigenous leadership:*** Arrive Consulting is committed to supporting Indigenous leadership by working closely with our strong network of Indigenous consultants, Elders, and Knowledge Keepers. Arrive Consulting is a member of the [Called to Action Collaborative](#), a collective of Indigenous and non-Indigenous educators and facilitators working in partnership to advance Indigenous rights and reconciliation.

At Arrive Consulting, we believe that while both Indigenous and non-Indigenous people can contribute to supporting Indigenous clients and cultural competency learning, it is important that Indigenous perspectives and voices inform and lead the work. As such, we seek to create opportunities for Indigenous consultants to take on leadership roles in this work.

***About Rachel Mason, founder of Arrive Consulting***

Rachel Mason is of Eastern-European Jewish and English ancestry. She lives on the territory of the Lekwungen-speaking peoples in Victoria, B.C. Rachel has been working with Indigenous communities and organizations for almost 20 years. Rachel works in close partnership with and seeks guidance from Indigenous Elders who have extensive professional, cultural and community experience. As a non-Indigenous person, Rachel seeks opportunities to create employment and partnership roles for Indigenous consultants through Arrive Consulting. Visit the [Arrive Consulting](#) website for more information on Rachel's background.

*This posting was co-constructed with the Indigenous Elders, colleagues and associates who work with Arrive – we are grateful for their feedback and support.*



### Qualifications (required):

- Exceptional writing skills (for example: your writing is clear and free of errors, you have been told you are an excellent writer, you enjoy writing, you can construct documents in multiple formats and voices for various audiences, you can write quickly)
- Educational background or learning experiences in: Planning, Indigenous studies, education, health, business, public administration, or a related field
- 3-10+ years relevant work experience in a related field
- Indigenous or BIPOC ancestry and lived experience, or in-depth experience working within Indigenous communities and organizations
- Excellent relationship building and interpersonal communication skills
- Experience with managing multiple projects simultaneously
- Excellent organizational and time-management skills

### Assets (optional):

- Experience working as a consultant or in a client-facing position
- Experience as a facilitator, educator, or curriculum developer
- Experience overseeing graphic designers, copyeditors, video-editors, and others
- Experience managing teams including staff, interns, and/or contractors
- Experience with research and data analysis
- Experience with:
  - Developing strategic plans
  - Developing learning resources such as curriculum, presentations, learning activities
  - Business development and marketing
  - Indigenous languages, arts, and cultural heritage revitalization

### Terms of employment:

- ***Our terms of employment are flexible, and we're open to consideration of employee's needs.***
- The employee will work from their home office. We are located in Victoria, BC, and occasional travel to southern Vancouver Island may be required, but we are open to remote work arrangements.
- The targeted number of hours for this position ranges from 20-40 hours per week, depending on applicant preference.
- The salary range is negotiable based on prior experience, work hours, and skills. For an employee who is new to consulting and has 3-5 years of experience, the full-time (40 hours/week) salary range is \$55,000-\$75,000. For an employee with consulting experience and 5-10+ years of experience, the full-time salary range is \$70,000-\$90,000.
- A full-time salaried position includes paid vacation, all statutory holidays and June 21<sup>st</sup> and Sept 30<sup>th</sup> as paid holidays, as well as a week of paid leave between Christmas and New Years.



- Benefits are negotiable.
- Hours of work are flexible to account for home, community, and cultural responsibilities.
- As a growing company, we are always looking for qualified staff and contractors, so we are open to receiving applications from individuals who may have an expected salary, experience or availability that differs from the target.
- ***We are also open to receiving applications from individuals interested in sub-contracting opportunities*** (which means you would be paid an hourly rate on a project-by-project basis rather than steady employment).

### **The application process:**

If you have questions about the position, the application process, or the compensation, please feel free to call or email Rachel Mason at 778-922-0534 or [rachel.mason@arriveconsulting.ca](mailto:rachel.mason@arriveconsulting.ca) before sending in an application. We are happy to chat about the position and to provide support with the application process. This can be a useful way to determine a good fit before applying.

Please send in application by email which includes:

- A cover letter that summarizes:
  - why you are interested in the position
  - what you are most excited to contribute to this role
  - what experience you carry that is relevant to this role
  - what cultural and personal values would guide or sustain you in their work
  - an example of a project or initiative you were involved in that demonstrates your skills
  - something about yourself: your passions, what you like to do in your spare time, etc.
  - We invite you to self-identify your cultural heritage in your cover letter.
- A copy of your resume
- One or more samples of your writing that are relevant to the types of work Arrive does (ex: communications documents, project plan, business plan, strategic plan, educational curriculum, etc.)

### **Assignment and Interview**

- There will be an assignment that includes developing written materials and a presentation.
- There will also be an interview

Our contact info is [rachel.mason@arriveconsulting.ca](mailto:rachel.mason@arriveconsulting.ca), 778-922-0534. For more information about us, please see: [www.arriveconsulting.ca](http://www.arriveconsulting.ca).

The posting will remain open until a candidate is hired. We will review applications in a first-come, first-serve manner until the position is filled.