

Job Description

Job Title	Program Coordinator (Reconciliation)
Reference	43602
Location	UWO Main Campus
Faculty/Unit	Indigenous Initiatives
Department	Indigenous Initiatives
Employee Group	Non Union
Appointment Type	Contract
Appointment Status	Temporary Full-Time

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Classification & Regular Hours

Hours per Week: 35

Salary Grade: 13

The base salary will be \$63,730 - \$90,820 per annum. Starting salary will be aligned with the successful candidate's experience, skills, and demonstrated qualifications.

Please note, this position is a 2-year temporary full-time contract opportunity.

Preference will be given to candidates who self-identify as Indigenous (First Nation, Métis, Inuit) from Turtle Island and can affirm claims of Indigenous membership and citizenship as required within Western's MAPP Policy 1.58 – Affirming Declarations of Indigenous Membership and Citizenship. Details of the affirmation processes are available on the OII website.

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

Indigenous Studies is an interdisciplinary program of study, examining topics central to Indigenous peoples' lived realities. Housed in the Faculty of Social Science, the program engages students from across the

University in critical learning and dialogue while fostering respectful, reciprocal relationships with Indigenous communities locally, provincially, nationally, and internationally. As Indigenous Studies moves toward departmentalization, the program continues its commitment to cultivating a welcoming and culturally safe academic environment in which Indigenous languages and ways of knowing, being, and doing are recognized, respected, and supported.

Responsibilities

The Program Coordinator (Reconciliation) will support the work of the Indigenous Studies Program. Indigenous Studies is a growing program with 10 joint appointed faculty members who are leading the work of reconciliation at Western University through a culturally grounded curriculum that strengthens meaningful, reciprocal relationships between Indigenous communities and the institution. Through collaborative engagement toward reconciliation the Program Coordinator role supports work to advance Indigenous Studies and the work of Truth and Reconciliation as outlined in Western's Indigenous Strategic Plan and Indigenous mandates outlined in Towards Western at 150. The Program Coordinator will ensure that projects are effectively managed, communicated, and delivered with integrity, contributing to sustained institutional impact and community connection.

Qualifications

Education:

- Undergraduate Degree in Indigenous Studies, Education, Communications or a related field
- Master's degree preferred

Experience:

- 3 years experience providing administrative support and coordination in an academic environment
- Experience supporting Indigenous students and/or initiatives
- Experience working with Indigenous communities and organizations
- Experience implementing and coordinating projects
- Previous experience providing support to strategic planning preferred

Knowledge, Skills & Abilities:

- In-depth knowledge of project management tools and resources
- Understanding of Indigenous Studies, community engagement and practices within postsecondary education
- Knowledge of postsecondary qualifications framework in Ontario
- Knowledge of Indigenous communities including First Nations' administrative structures and processes, and of Indigenous ways of knowing and perspectives, particularly local Indigenous communities (e.g. CMO)
- Familiarity with social media platforms relevant to student populations, and marketing trends and promising practices
- Effective project management skills, with the ability to manage timelines and maintain quality in dynamic environments
- Culturally relevant, compelling and persuasive communication skills to engage individuals and teams inside and outside the University
- Verbal communication skills to translate information into easily understood terms, summarize information, and provide a rationale for action
- Ability to apply creativity, innovation and resourcefulness to daily work
- Indigenous cultural competency with an ability to interact and work effectively with people from different cultures and backgrounds

- Ability to understand and respond to student and community needs, delivering high-quality, responsive service that aligns with expectations Ability to make decisions and recommendations that are clearly linked to the organization's strategy and goals
- Detail-oriented with an ability to function and process information with high levels of accuracy
- Ability to navigate relationships with diplomacy while maintaining the persistence needed to advance shared goals Ability to multi-task and maintain an organized and effective personal work environment
- Capacity to consider issues from the perspective of others
- Ability to provide guidance, support and feedback in a way that is positively received
- Computer skills with the ability to creatively use and integrate technology to improve quality and productivity
- Intermediate computer skills in Microsoft Office Suite
- Strong relationship-building skills, grounded in respectful, professional, and diplomatic engagement with others
- Ability to work independently and effectively as a member of the team to achieve department goals
- Demonstrated ability to oversee budgets and resource allocation, ensuring alignment with financial parameters and adjusting as required Familiarity with University policies and procedures preferred

Affirmation Policy

Western, like many postsecondary institutions in Canada, is moving beyond sole reliance upon Indigenous self-identification in its hiring processes. This is to safeguard against the use of incorrect, incomplete, or misleading information in circumstances in which a candidate has made a declaration of Indigenous citizenship or membership. Candidates who are invited for an interview or who are short-listed, and who have made a declaration of Indigenous citizenship or membership for material advantage at Western, including where required or preferred for the position, will be asked to have their declaration of Indigenous citizenship or membership affirmed through a relational accountability process, led by the Office of Indigenous Initiatives (OII), that is consistent with Indigenous ways of knowing, being, and doing. Please contact the OII directly for details on the affirmation processes: <https://indigenous.uwo.ca/>. The policy can be viewed at: [POLICY 1.58 - Affirming Declarations of Indigenous Citizenship or Membership at Western University](#).

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please [contact Human Resources](#) or phone 519-661-2194.

Please Note:

This position is an existing vacancy. This position is fully in-person, on-site. We thank all applicants for their interest; however, only those chosen for an interview will be contacted.

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