

Aboriginal Programs Coordinator

Job ID
39476

Emily Carr University of Art + Design

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39476>

LOCATION	DATE POSTED	EXPIRY DATE	
520 E 1st Ave, Vancouver, BC British Columbia	24-03-2026	20-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$36.53 to \$39.10 per hour	3 years to less than 5 years	Bachelor's degree

Job Details

Temporary Full-Time Position (ASAP until December 7, 2027)
8:30am to 4:30pm / Monday to Friday

Situated on unceded, traditional and ancestral xʷməkʷəy̓əm (Musqueam), Sḵwxʷú7mesh Úxwumixw (Squamish), and səl̓ilwətaʔ (Tsleil-Waututh) territories in Vancouver, Canada, Emily Carr University of Art + Design (ECU) is where creativity meets practice. Ranked among the world’s top 30 universities for art and design (QS 2024), ECU is recognized globally for its hands-on, practice-based teaching and learning environment that equips students to experiment, take risks and drive innovation.

Since 1925, ECU has championed bold ideas and emerging talent through a close-knit, studio-intensive setting that connects students with award-winning faculty, cutting-edge facilities, and real-world opportunities. Today, ECU serves more than 2,400 undergraduate and graduate students, along with thousands more through continuing studies, contributing to Canada’s cultural and creative sectors and shaping the future of art, media, design and research.

Having marked our centennial in 2025, ECU continues to ask what art and design can make possible. With more than 100 years in the making, we are shaping what comes next.

ABOUT THE ROLE

The Aboriginal Programs Coordinator is responsible for the Aboriginal Gathering Place’s (AGP) day-to-day operations, provides programmatic and coordination support for Indigenous Initiatives and the Indigenous student body while performing the general functions of the AGP. The Aboriginal Program Coordinator organizes and promotes social, cultural, curricular, and co-curricular programming, events, projects, and the implementation of the AGP programming and opportunities both on campus and in the community to enhance Indigenous students’ experience. The Aboriginal Program Coordinator is responsible for providing Indigenous students with support and direction to student services resources for academic assistance, financial aid assistance, and referrals to both on and off-campus support services. The Aboriginal Program Coordinator maintains online, internal and external communications, performing as a liaison with Indigenous communities, alumni, community partners, and organizations. The coordinator works to ensure that Indigenous students are supported with culturally relevant services, working closely with the AGP Team, ECU staff, faculty, and support services to facilitate open, respectful communication to meet the needs of Indigenous students.

To apply for this job, please visit <https://ecuad.peopleadmin.ca>. Competition closes on Friday, April 10, 2026.

Emily Carr University especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized. These include women, persons with diverse gender expressions and identities, persons of all sexual orientations, racialized persons, persons with disabilities, and First Nations, Metis, Inuit and Indigenous persons. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.

Job Description

AS THE SUCCESSFUL APPLICANT, YOU SHOULD POSSESS

- Bachelor's Degree in a related field.
- Minimum of three years' experience related to Aboriginal program development and support, including design and implementation, program coordination, as well as community outreach.
- Material practice and art education are assets.
- Experience working in a post-secondary environment is an asset.
- Demonstrated cultural competence with diverse Aboriginal communities.
- Understanding of and lived experience working in an Indigenous environment with Indigenous perspectives, mores, and leadership approaches.
- Experience with Colleague, Informer, and WordPress is an asset.
- Media and Promotional Relations is an asset.
- Thorough knowledge of Indigenous cultural protocols and ability to exercise cultural sensitivity when working with members of Indigenous communities.
- Knowledge of, and appreciation for, the diversity of cultural traditions and spiritual practices of First Nations, Métis, and Inuit peoples.
- Knowledge of Indigenous communities and the ability to establish and maintain effective working relationships with Indigenous community representatives.
- Strong critical thinking skills and a solid understanding of Indigenous issues informed by both Indigenous community knowledge and academic knowledge systems.
- Substantial knowledge of Indigenous experiences in Canada, particularly in educational contexts.
- Thorough knowledge of administrative procedures and computer software, including Word, Excel, and Adobe Creative Cloud Apps.
- Ability to design and deliver workshops, with a primary focus on material practice.
- Ability to handle and prepare studio materials.
- Ability to recognize and respond appropriately to requests for assistance and to guide Indigenous students toward suitable internal and external support resources.
- Ability to establish and maintain a culturally safe environment for Indigenous students.
- Ability to perform effectively in dynamic and fast-paced environments.
- Ability to facilitate learning and sharing circles.
- Ability to impart sensitive or controversial information with tact and sensitivity to diverse groups with divergent interests.
- Excellent organizational, problem-solving, interpersonal, communication (oral and written), and presentation skills.
- Good research, website, marketing and promotion skills and familiarity with social media platforms, i.e. X, Instagram, and Facebook.

TYPICAL DUTIES

1. Provides programmatic and administrative support to the Associate Director, Aboriginal Programs, and Manager, Aboriginal Programs including assisting with the development and delivery of workshops, events, community initiatives, recruitment, and grant-related activities.
2. Responds to telephone, in-person, and written inquiries regarding Indigenous programs, events, and activities organized through the Aboriginal Programming office. Develops and maintains a department calendar for activities and timelines.
3. In collaboration with the Associate Director, Aboriginal Programs, and Student Services, assists in coordinating and implementing recruitment strategies and services for current and prospective students, with a focus on Indigenous (First Nations, Métis, and Inuit) students locally, provincially, nationally, and internationally.
4. Assists the Associate Director and Manager of Aboriginal Programs in developing academic and cultural support programs to promote Indigenous student success, along with social and co-curricular initiatives to enrich the Indigenous student experience.
5. In collaboration with Student Services and the Registrar's office, provides general information to Indigenous students on application, admission, and registration processes as well as degree requirements, referring to Student Services areas as appropriate.
6. Coordinates event bookings, calendars, and scheduling, and develops key communications with Indigenous communities and AGP networks, including materials, reports, and correspondence.
7. Assists in producing annual publications and materials related to AGP programming under the supervision of the Executive Director, Indigenous Initiatives.
8. Supports student development and engagement among Indigenous learners and ensures appropriate, well-supported access to the Aboriginal Gathering Place, using sound judgement when working with vulnerable students and community members.
9. Supports the Executive Director, Indigenous Initiatives and the Associate Director, Aboriginal Programs in administering Indigenous scholarship and bursary awards and developing professional opportunities for Indigenous students, collaborating with faculty and staff as appropriate.
10. Collaborates with the Associate Director, Aboriginal Programs and Manager, Aboriginal Programs to develop programming and events that engage Indigenous alumni with current and prospective Indigenous students for mentorship, support and career development.
11. Supports arts and skills training, basic policy work, and the creation of guidelines for working with Indigenous elders and cultural workers, while helping maintain cultural protocols on campus, and assisting with safety and risk management procedures for AGP events and workshops under the guidance of the Executive Director, Indigenous Initiatives and the Associate Director, Aboriginal Programs.
12. Participates in relevant committees and university-wide initiatives that support the cultural needs and enhance the university experience of Indigenous students.
13. Assists with all facets of organization and delivery of Indigenous programs, cultural events and workshops, including preparation of traditional and non-traditional materials.
14. Manages special events and annual programming, including workshops, artist talks, community events, and student vendor markets including the supervision of student monitors as needed.
15. Works with ECU's Marketing + Communications department to support timely communications for Indigenous events and programming, including website and blog updates, development of collateral materials, event photography, and distribution of promotional materials to internal and external communities.
16. Coordinates bookings of the Aboriginal Gathering Place for internal partners, external collaborators, and community members.
17. Maintains an up-to-date list of Elders, Indigenous Artists, Cultural Advisors, and regional arts community members for traditional welcomes, artist talks, exhibitions, and classroom visits.

18. Coordinates hospitality for Indigenous students, internal and external community partnerships, with a priority on maintaining good relations with the three Host Nations.

19. Performs other related duties as required.