



Job Posting

Coordinator, Indigenous Engagement

About Spark

The purpose of Calgary's science centre ("Spark") is unwavering. Spark exists to make lives—and the world—better through an affinity for science. Through visits to Spark, and encounters with Spark in the community and online around the world, people are lifted up by the positive power of curiosity, experimentation, and creativity. Spark is a registered charity.

The outcome is profound. Spark helps people of all ages fuel up for the future because at Spark, science, technology, and invention are embedded in cultural experiences. This creates new points of access to the disciplines at the core of innovation. The Spark team transforms lives and inspires the future.

Position Overview

Spark is recruiting for a **full-time, contract (1 year)** Coordinator, Indigenous Engagement. The coordinator will report directly to the Indigenous Engagement Manager and is responsible for supporting Indigenous engagement programming, gatherings and events at Spark. The coordinator has a passion for celebrating and integrating Indigenous ways of knowing, science and protocols through a positive and collaborative environment. They have strong communication, planning, and organizational skills that support delivering excellence through a variety of projects, programs, and events that involve multiple internal and external stakeholders and community members.

Summary of the Role

The coordinator is a key member of Spark's Indigenous engagement team and enjoys creating and maintaining relationships with Elders, staff, and guests. They have experience in coordinating multiple aspects of complex programs and events and have a strong knowledge of Indigenous ways of knowing, culture, and protocols. The coordinator is an excellent communicator who delivers timely and detailed information to all stakeholders so that all departments and external partners/community are engaged, informed, and feel welcome.

Key Responsibilities

- Work with Indigenous Engagement Manager in planning and organizing Indigenous-focused events and programming.
- Work with Indigenous Engagement Manager in following protocols for engaging with the Indigenous community both at Spark and offsite in the community.
- Support with administrative work including budgets, planning and reporting.
- Elder/Community support including greeting, making feel welcome, mobility support, supporting with tobacco and honoraria protocols, tending to general needs, confirming attendance prior to gathering and following up after, and connecting and building trusting relationships with community.
- Event coordinating including taking the lead on planning Indigenous-centered events, speaker/performer/Elder connections, creating event briefs and flows, confirming speakers/Elders, creating back-up plans, organizing location/space.

- Administration duties as required; supporting Indigenous Finance documentation and distribution, keeping track of POs and payments, monitoring and supporting with project reporting and deadlines.
- Ensure personal and team activities are aligned with business and Indigenous strategic goals of Spark as a whole.
- Model high performance, flexibility, and kindness in a rapidly changing growth environment.
- Other duties as required and assigned.

Qualifications & Knowledge

- A minimum of 2-3 years of experience or expertise in Indigenous Community Engagement
- A minimum of 2 years of experience in education and/or project management/coordination
- A solid understanding of Indigenous Protocols and working with Indigenous communities and Elders/Knowledge Keepers, with knowledge and experience of Indigenous Cultures
- Fluency in Microsoft Word, Excel, PowerPoint and able to use most platforms.
- Strong ethics and ability to manage confidential data if required.
- A proven track record of adding value to an organization's culture and initiatives.
- A positive attitude!
- Desire to work on a high performing team with a continuous upgrading culture to achieve high impact results. Fluidity and a desire to work hard and grow are essential.
- A high degree of creativity with the ability to leave your ego at the door.
- Willingness to learn and adapt to change.

Culture at Spark

Spark's goal is to become one of the top 10 most-worth-visiting science centres in the world. Through skilled and confident programming, Spark will attract visitors from around the city, province and globe, and immerse them in emotive experiences as they explore ever-evolving, quirky and thought-provoking galleries. The skilled programming at this level of success will only be possible with an organization-wide commitment to effective performance. High performance at Spark is both defined and experienced by diverse cultures and proactively advances equity among all human beings as part of the definition of effectiveness.

Spark's high performance culture is driven by a shared purpose. Team members are united by values and proud of the reputation we are building together. What does high performance look like at Spark?

- **Commitment to Purpose.** Everyone at Spark is a purpose driven leader. You are passionate about entertaining people of all ages in creative encounters with science, technology and engineering, and the output of your work reflects our values: collaboration, curiosity, courage, commitment, and creativity. Why? Because it makes the world a kinder, safer and better place.
- **Culture of Philanthropy.** Spark is a registered educational charity that relies on the support of sponsors and donors to ensure it can do this work to make the world a better place.
- **Commitment to Continuous Learning.** Your individual growth is driven by a desire to be a part of the team that makes Spark one of the best science centres in the world. Every day is a professional development day at Spark. You are expected to seek out learning opportunities and pursue professional growth. At times the growth may be uncomfortable, and you embrace it as part of the journey.

- **Agents of Change.** We are a culture of experimentalists. It is expected and encouraged for staff to make suggestions that can improve a program, presentation, process or service. It is also expected and encouraged for suggestions to be accepted and tried with a thank you for helping each other get even stronger.
- **Coaching Mindset.** Sparklers are committed to helping each other become even stronger in our roles. Upgrading each other's work is enjoyable and rewarding because teams are built on trust. Supervisor feedback feels like coaching, not criticism or punishment. Remember, you can say anything if you are kind, clear and non-judgmental. This is how high performance teams are built.
- **Winning and Losing as a Team.** We work together to drive action and results that are aligned with Spark's mission in the outside world. We encourage healthy debate and science-based decision making. Our relationships allow us to make big asks of each other and get big things done together with a sense of urgency and excellence. If someone appears to fail, you ask, "What did I do or not do to contribute to that, as it is my failure too."
- **Achieving Results.** Spark is dedicated to excellence in all aspects of communicating science and we carry that dedication to excellence in every aspect of Spark's work. We encourage each other to set stretch goals and work together across all departments to exceed them.

To Apply: Interested candidates can submit their cover letter and resume, with "*Coordinator, Indigenous Engagement*" in the subject line to careers@sparkscience.ca.

Salary range: \$40,000-\$55,000 depending on experience

Closing Date: February 3, 2023

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Don't meet every single requirement? Studies have shown that women, people of colour, and persons with disabilities are less likely to apply to jobs unless they meet every single qualification. At Spark, we are dedicated to building a diverse and inclusive workplace so if you are excited about this role please apply! An excitement and passion for science can go a long way here so you may be just the right candidate for this or other roles at Spark.