

JOB DESCRIPTION

INDIGENOUS JURISDICTION AND SELF-DETERMINATION COORDINATOR

Classification: Administration Officer (AO) 18
Position Number: 00138923
Supervisor title: Indigenous Deputy Representative, Practice and Jurisdiction
Location: Remote within B.C.

WHO WE ARE

The Representative for Children and Youth (RCY), an independent and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. Working under the authority of the Representative for Children and Youth Act and Regulations, the Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services for children and youth and reviews, and may investigate, deaths and critical injuries of children and youth who are receiving services.

We aspire to a legacy where children, youth, young adults, their families, and communities served by the child and family serving systems receive the **timely, appropriate and compassionate support and services** that they need, when they need it. We dream of a Province where all children and families thrive and where experiences of **stigma, shame, judgment and racism** have been eliminated.

RCY is committed to becoming a culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns and bright spots. We practice ways of

being that honour relationships, and demonstrate respect, reciprocity, relevance, responsibility and restoration or repair.

We are guided by principles underlying cultural humility and agility, antiracism, and restorative approaches. We are a highly connected organization known for upholding child and youth rights and being a good ally. As First Nations and communities work towards self-determination and resumption of jurisdiction, RCY seeks guidance from and accompanies those on their journey in a supportive way.

JOB OVERVIEW

The Indigenous Jurisdiction and Self-Determination Coordinator coordinates the planning, implementation and ongoing development of RCY initiatives related to Indigenous jurisdiction and self-determination in child and family services.

Reporting to the Indigenous Deputy Representative, Practice and Jurisdiction, the position helps translate strategic direction into coordinated action by organizing work related to jurisdiction, including sharing information, and tracking and monitoring decisions, timelines and follow up actions.

Working in a highly collaborative, relational and evolving environment, the coordinator connects work across RCY teams and supports respectful collaboration with First Nations, Métis and Inuit governing bodies, communities and organizations, as well as ministries and other partners. The position coordinates engagement and implementation activities, maintains a clear view of agreements and emerging developments, supports shared learning, and helps identify connections, dependencies, risks and gaps that may affect RCY's work as it relates to jurisdiction. As a member of RCY's broader administrative team, the coordinator also contributes to strong administrative practices and continuity of support across the Office.

The coordinator exercises sound judgment, discretion, diplomacy and cultural agility & humility when working with confidential, politically sensitive and complex

information. Through strong coordination, information stewardship and relationship-based practice, the position contributes to RCY's independent mandate and its commitment to walking alongside Indigenous Nations and governing bodies as they reclaim and exercise jurisdiction for their children, youth and families.

ROLE DUTIES

Jurisdiction Initiative Coordination

In collaboration with the Indigenous Deputy Representative, Practice and Jurisdiction, the Indigenous Jurisdiction and Self-Determination Coordinator:

- Coordinates the planning, implementation and monitoring of initiatives that support RCY's response to the changing jurisdictional landscape in Indigenous child and family services.
- Develops and maintains work plans, schedules, tracking tools and reporting processes for established jurisdiction and self-determination priorities, agreements and commitments.
- Monitors milestones, timelines, dependencies and deliverables; provides progress reports; and brings emerging risks, gaps or matters requiring clarification to the Indigenous Deputy Representative or relevant lead.
- Coordinates contributions from RCY teams, legal counsel, cultural advisors, Knowledge Keepers and other subject-matter experts to support aligned and informed approaches.
- Supports the development, implementation and review of protocols, agreements, guidance, resources and internal processes related to RCY's work with Indigenous Nations and Indigenous Governing Bodies (IGBs).

Jurisdiction Engagement & Information Coordination

- Serves as a key point of contact for the Indigenous Deputy Representative by coordinating inquiries, information flow and communication with internal and external partners.

- Coordinates meetings, working groups, engagement sessions and governance tables related to jurisdiction priorities, including scheduling, agendas, materials, records of decisions and follow-up.
- Supports continuity in RCY's relationships with Nations, IGBs, ministries and partner organizations by tracking commitments, questions, decisions and action items and ensuring they are carried forward.
- Coordinates briefing materials, background information and correspondence related to jurisdiction discussions, engagement activities and executive decision-making.
- Supports culturally informed and distinctions-based approaches to engagement, recognizing the unique rights, interests and governance structures of First Nations, Métis and Inuit peoples.

Information and Operational Coordination

- Maintains accurate, organized and accessible records and document control processes for jurisdiction agreements, correspondence, engagements, decisions, commitments and initiatives, in accordance with privacy, confidentiality, information-management requirements and RCY policies.
- Coordinates calendar activities related to jurisdiction priorities, allowing appropriate time for preparation, decision-making, travel and follow-up.
- Coordinates travel, contracts, honoraria, event logistics and other operational requirements for jurisdiction-related initiatives, working with RCY's Corporate Services and Communications and Knowledge Mobilization teams as needed.
- Supports budget monitoring, project reporting and the identification of resource pressures related to jurisdiction and self-determination initiatives.
- Exercises sound judgement, discretion, diplomacy and cultural humility when working with confidential, politically sensitive or high-profile information.

Administrative Team Collaboration and Continuity

- Participates as an active member of RCY's broader administrative team, contributing to shared planning, consistent practices, knowledge exchange and continuous improvement, and demonstrates adaptability, professionalism and commitment to RCY's organizational priorities.
- Participates in shared coverage arrangements with the broader administrative team during planned and unplanned absences and periods of high workload, helping maintain consistent administrative support across RCY while ensuring priority jurisdiction work continues to move forward.
- Builds collaborative relationships with administrative colleagues and corporate service teams and shares jurisdiction-related processes, tools, and learning that strengthen coordination and organizational understanding across RCY.
- Provides back-up coordination support to members of the Executive Leadership Team, when required and operationally feasible.
- Contributes to a respectful, inclusive and collaborative workplace grounded in RCY's values, principles and commitment to relational practice.

QUALIFICATIONS

Education

- Certificate, Diploma or degree in Indigenous studies, public administration, community development, project coordination, business administration or a related field. An equivalent combination of education, training, and experience may be considered.

Experience

- Minimum of 2 years' recent and relevant experience coordinating projects and providing administrative support.
- Minimum of one year working with or for Indigenous governments, IGB's, organizations or communities as a key component of your position(s).

- Recent experience developing and maintaining work plans, tracking systems, implementation tools and reporting processes.
- Recent experience coordinating complex calendars, travel and meeting logistics, engagement sessions, or working groups in support of senior leadership or multi-partner initiatives.

*(*Recent is defined as within the past five (5) years)*

Knowledge, Skills and Abilities

- Understanding of the diversity and colonial history of First Nations, Métis and Inuit people in Canada.
- Awareness of Indigenous jurisdiction and laws relating to child and family services, along with culturally agile, humble, anti-racist, trauma-responsive and distinctions-based approaches to engagement, would be an asset.
- Strong organizational and communication skills, including attention to detail and the ability to maintain accurate tracking systems, prepare clear correspondence and manage multiple jurisdiction-related initiatives.
- Strong written and verbal communication skills, with the judgment, discretion and diplomacy needed to prepare accurate correspondence and manage confidential, politically sensitive or high-profile matters.
- Ability to work independently and manage assigned responsibilities while contributing positively to a collaborative, relational and accountable team environment.

COMPETENCIES

RCY Competencies

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people and people of all cultures. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

Self-Discovery and Awareness means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviours – and then intentionally seeking a way forward that positively impacts the interaction and relationship.

Building a trust-based relationship requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

Position Specific Competencies

Indigenous Relationship Coordination

Builds and sustains respectful, trusting and distinctions-based relationships with Indigenous Nations, IGBs, communities and organizations. Demonstrates humility, consistency and respect for distinct roles, authorities, protocols and priorities. Supports continuity by ensuring commitments, questions and follow-up are understood and carried forward.

Planning, Coordinating and Accountability

Organizes jurisdiction priorities through practical work planning, clear tracking and consistent follow-through. Coordinates timelines, decisions, dependencies, risks and deliverables; adapts plans as circumstances change; and raises delays or concerns promptly. Takes responsibility for assigned work and ensures commitments and next steps remain visible, documented and moving forward.

Communication & Information Coordination

Communicates complex and sensitive information clearly, respectfully and accurately. Tailors' communication to the audience, listens carefully and supports shared understanding across perspectives. Organizes information and records so briefings, decisions, commitments and next steps are accessible to the appropriate people.

Initiative and Adaptability

Anticipates coordination needs, identifies practical next steps and responds constructively to changing priorities and circumstances. Takes appropriate action with minimal direction and seeks guidance when an issue requires authority or expertise beyond the role.

For more information on these competencies please refer to:

[Competencies for Interviews & Hiring - Province of British Columbia](#)