



HIRING: SENIOR INDIGENOUS CONSULTANT

Arrive Consulting is hiring a senior Indigenous consultant who will lead and support diverse projects that enable planning and learning within Indigenous and non-Indigenous organizations.

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 development.
- Supporting non-Indigenous organizations and communities to learn 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 a motivated mid-career professional 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 managing a dynamic portfolio of multiple projects. You will be responsible for creating, building, and maintaining positive relationships with clients and partners. You will work with other Arrive staff and provide support and guidance to sub-contractors. You will be required to manage budgets, timelines and project communications, and you will handle sensitive issues with care. The ideal candidate will work from a place of strong values, be highly motivated, committed to high quality products, well organized and efficient, and care deeply about doing meaningful work.



The job duties include, but are not limited to:

- Managing diverse projects related to areas such as:
 - revitalization of Indigenous languages, art and cultural heritage
 - the development of learning resources for Indigenous organizations and communities
 - 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
- Business development and client relationships to develop new projects and maintain strong connections within Indigenous organizations and communities
- Leading strategic planning processes
- 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



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. The position of Indigenous consultant will involve opportunities to collaborate with other Arrive associates and partners, bring in new business opportunities, contribute Indigenous approaches to Arrive's work, and take on increasing responsibility for projects and company operations.

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.



Qualifications (required):

- Educational background or learning experiences in: Planning, Indigenous studies, education, business, public administration, or a related field
- 5-10+ years relevant work experience in a related field
- Indigenous ancestry and lived experience
- Exceptional writing skills
- Excellent relationship building and interpersonal communication skills
- Experience working with Indigenous organizations or Nations
- Experience with managing multiple projects simultaneously
- Experience managing teams including staff, interns, and/or contractors

Assets (optional):

- Experience working as a consultant or in a client-facing position
- Experience as a facilitator or educator
- Experience overseeing graphic designers, copyeditors, video-editors, and others
- 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.***
- We are looking for someone to start this position as soon as possible.
- The employee will work from their home office. We are located in Victoria, BC, and travel to southern Vancouver Island will be required, but we are open to remote work arrangements.
- The targeted number of hours for this position is 30-40 hours per week.
- The targeted salary range for this position is \$68,000-\$88,000+ per year based on full-time employment (40 hours) and will be negotiable based on experience and work hours. We will collaboratively review compensation and profit-sharing opportunities as work responsibilities and opportunities evolve.
- The position includes paid vacation, all statutory holidays and June 21st as paid holidays, as well as a week of paid leave between Christmas and New Years.
- Hours of work are generally 9-5 with flexibility 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.



The application process

The application process involves four steps:

1. Conversation with Rachel Mason, principal of Arrive Consulting
Email to arrange a time to talk with Rachel about the job to determine if there is a potential match for your skills, interests, and experience. If desired, we can also arrange for you to speak with an Indigenous consultant who works with Arrive.
2. 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
3. Assignment
There will be an assignment that includes developing written materials and a presentation.
4. Interview with Rachel and an Indigenous associate of Arrive Consulting

Our contact info is rachel.mason@arriveconsulting.ca, 778-922-0534. For more information about us, please see: www.arriveconsulting.ca

The posting will remain open until a candidate is hired. We encourage applicants to apply by September 20, 2021, and will review applications in a first-come, first-serve manner until the position is filled.

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