



# We're hiring!



## Advisor, Truth and Reconciliation

Strategic and External Affairs

ME-06 - \$81,038 to \$99,328 per year

Permanent full-time position (37.5 hours per week)

Work Location: 240 McLeod Street, Ottawa (ON)

Note: This position is designated for an Indigenous person, and we welcome applications from First Nations, Métis or Inuit persons who may also identify as a member of one or more other equity seeking groups (for e.g. women, visible minorities, disabled, 2SLGBTQIA+, religious or cultural minority). You have a place at the Museum!

Note: This position will require some travel. It is eligible for hybrid work and flexible work arrangements.

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**Selection process number: 2090-CMN-24-OC-042**

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### Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined.

The Canadian Museum of Nature has partnered with an Indigenous organization for this recruitment process. We are collaborating at all stages – from crafting the job description, to posting the opportunity, to interviews and selection – to ensure that applicants' Indigenous lived experiences and perspectives will be recognized and heard.

For more information regarding this opportunity, please contact **Sonja Gonsalves** at [sgonsalves@nature.ca](mailto:sgonsalves@nature.ca).

### About the position

Under the direction of the Head, Strategic Affairs, the Advisor, Truth & Reconciliation will work with Indigenous communities, as well as internal colleagues and divisions across the Museum to lead and advise on Reconciliation efforts across the Museum.

The Advisor is responsible for establishing and maintaining positive and sustainable engagement with First Nations, Métis, and Inuit communities across Canada. This work may also include collaborating with colleagues within the Museum who engage directly with Indigenous Peoples in scientific research, collections development and care, and Museum content. The Advisor will also be responsible for leading the development of the Museum's Action Plan towards Reconciliation that reflects the needs and priorities of Indigenous communities and managing its implementation and evolution.

The Advisor acts as the champion for advancing Reconciliation within the Museum and plays a leadership role in proposing approaches that ensure an enterprise-wide cohesive and holistic approach to advancing relationship-building with Indigenous communities. They also contribute to the development of employment practices that support the hiring and retention of Indigenous Peoples at the Museum.

The Advisor will aim to forge and nurture relationships with the Algonquin Anishinābe Nation as the host nation of National Capital Region where the Museum is located, and with Indigenous communities from coast to coast to coast.



## Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans

## Eligibility criteria

This position is designated for a First Nations, Métis or Inuit person with lived Indigenous community experience and active Indigenous community connections, relationships and/or networks who meet the qualifications below.

Candidates must be legally entitled to work in Canada.

## Education and training:

Completion of a post-secondary degree, diploma, certificate or equivalent in Indigenous Studies, Social Sciences, Business Administration or Museum Studies or a related field, or an equivalent combination of education, training and experience.

Equivalent experience can include work or lived experience in working collaboratively with Indigenous communities and organizations to develop and implement organizational plans to advance Truth and Reconciliation.

## Language requirements:

The Advisor will be responsible for communicating directly with Indigenous communities in francophone and anglophone regions of Canada and collaborating internally with other Museum employees. This position has therefore been designated **bilingual**, where **English and French** are essential, and has a second language profile of **BBB** (Intermediate second official languages skills in reading, writing and oral communication).

While priority will be given to qualified candidates who meet this bilingual linguistic profile, we welcome applications from candidates who may not meet this bilingual requirement.

The ability to speak an **Indigenous language** is an asset.

## Experience:

- In applying Indigenous knowledge and/or lived experience in leading, developing and implementing Reconciliation-based initiatives, including leading the implementation of corporate training and creating enduring partnerships between organizations and First Nations, Inuit and/or Métis communities.
- In developing, strengthening, and maintaining strong relations with Indigenous communities.
- In developing plans and progress reports for legislative compliance, performance tracking and/or organizational oversight.
- In project management.
- In managing, leading and coordinating project teams, multidisciplinary teams and/or working groups.
- In planning, coordinating and managing meetings.
- In conducting research to identify trends and best practices, propose solutions and make recommendations.
- Experience in a similar position (e.g., working collaboratively with Indigenous communities) is a strong asset.
- Experience in a museum or cultural institution is an asset.

## Interested? APPLY!

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodation you may require. This information will be treated as confidential.

*The Statement of Qualifications, providing greater detail about the skills, knowledge and aptitudes needed for this role, can be obtained by contacting the Museum at [competition@nature.ca](mailto:competition@nature.ca).*



All candidates must submit a cover letter and curriculum vitae outlining how their experience and training meet the requirements listed above.

We look forward to learning more about you during the selection process. In your cover letter, please indicate that you are an Indigenous applicant, and outline some of the perspectives and knowledge that you would bring to the Museum and that motivates your interest in this role. We also encourage you to complete the **Self-Declaration for Employment Equity Group Members** on the application form.

To help us improve our recruitment practices within Indigenous communities, you are also invited to indicate how you learned about this opportunity.

**Send your application by filling in the [form on the Museum's Careers](#) page where you can upload your cover letter, curriculum vitae and any other required documents.**

**To honour the Principles of Truth and Reconciliation\* the following may be assessed prior to appointment:**

- Lived community experience and active community connections, relationships and/or networks.
- Knowledge of Indigenous cultures and relationships with the land, cultural heritage, or natural laws obtained through lived experience and being part of an Indigenous community, connecting with Elders, knowledge holders and community members.
- Knowledge of Indigenous ways of knowing, governance systems and understanding of traditional and contemporary cultural practices.

[\\*What we have learned : principles of truth and reconciliation.: IR4-6/2015E-PDF - Government of Canada Publications - Canada.ca](#)

Canada

**Apply Now !**  
**CLOSING DATE:**  
**January 19, 2025**