

Required Knowledge, Skills, and Abilities:

- Experience using Microsoft Office 365
- Ability to work in the ECALA office and remotely
- Desire to support others in their allyship journey and learning
- Enjoy learning and helping others learn about Indigenous culture, history, ways of knowing and being
- Understand Indigenous protocol and have experience in ceremony and gatherings with Elders and Knowledge Holders.
- Ability to work well in a self-directed manner as well as part of a small team of staff
- Experience in writing and sending email, internet searches, photography, art, and design
- Ability and desire to support a positive and healthy work environment through open, honest communication and work effort with ECALA staff and stakeholders
- Travel may be required to Indigenous bands and Métis Settlements surrounding Edmonton so a reliable vehicle to travel outside of Edmonton is needed

Required Education and Experience:

- All applicants must identify as Indigenous (First Nation, Métis, or Inuit)
- All applicants must be between 15 and 30 years of age at the start of employment as the position is partially funded using a Canada Summer Jobs Grant.
- An equivalent combination of education and related experience will be considered
- Applicants who are currently enrolled in high school or post-secondary

Compensation:

- \$20.00 per hour and mileage, meal and protocol expenses when attending approved events

Deadline to Apply: Until a suitable candidate is found

**To apply, forward a resume and cover letter by email to:
Debbie Clark, Executive Director ed@ecala.org**

Thank you for your interest. Only candidates selected for an interview will be contacted.



Everyone Can Learn