

JOB POSTING – INDIGENOUS ENGAGEMENT COORDINATOR – ALBERTA EMPLOYMENT FIRST NETWORK – POSITIONS: 1 ALBERTA – REMOTE/HYBRID

Gateway Association Overview

Join the Team That's Been Changing Lives Since 1975

What started as a bold vision by a group of determined parents has grown into one of Alberta's leading disability organizations supporting equity-seeking individuals and families. At Gateway Association, we're more than a nonprofit — we're a community-focused force for change.

With deep roots and forward-thinking approaches, we support individuals with disabilities and their families to navigate systems, achieve goals, and thrive in welcoming, equitable communities and workplaces. We do this through three powerful pillars: our Family Resource Centre, Employment Resource Centers, as well as strategic education and capacity-building initiatives.

As a nimble and responsive organization, we actively pursue meaningful partnerships and community collaborations to drive the systemic change that true disability justice requires. Gateway is where meaningful transformation begins — building relationships, strengthening communities, and creating spaces of belonging by turning advocacy into action and values into impact.

Alberta Employment First Network (AEFN) Overview

The Alberta Employment First Network is a neutral, Alberta-wide network that brings together partners from across the province to strengthen and advance the field of supported employment for persons with disabilities. The network is hosted and administered by Gateway Association, which provides strategic leadership, operational infrastructure, and coordination support.

While AEFN was initiated by Gateway following identified need within the sector, it operates as a collaborative provincial network guided by a steering committee and supported by a broad range of partners, collaborators, and supporters. Its relationship and impact extend beyond any single organization, reflecting its commitment to serving the wider Alberta community.

Role Overview

The Indigenous Engagement Coordinator role is focused on Indigenous community engagement. Through this work, AEFN seeks to gain a deeper understanding of the current landscape of Indigenous employment organizations across Alberta, as well as the employment supports and opportunities present within each Treaty area and guided by community priorities.

By building and maintaining meaningful relationships with Indigenous organizations, communities, Elders, and Knowledge Keepers, this position will support AEFN in creating intentional, respectful spaces for Indigenous leaders and Indigenous employment organizations to come together in Indigenous-led conversations focused on increasing employment opportunities for Indigenous people with disabilities.

AEFN remains committed to supporting this work by creating space, sharing resources, and amplifying the strengths and ongoing efforts of Indigenous employment organizations across the province. Our intention is not to lead this work, but to walk alongside Indigenous partners, honour their leadership, and uphold approaches rooted in community, culture, and self-determination.

As this is a new position within AEFN, we recognize that its scope will continue to evolve through relationship-building, listening, and guidance from Indigenous partners. We are grateful for the knowledge, leadership, and lived experience that Indigenous candidates bring to this role.

The scope of this role includes Treaty 6, 7, and 8 territories and the Otipemisiwak Métis Government and its Districts, and collaboration with partners such as Community Futures Treaty Seven (CFT7). The position works closely with AEFN's regional engagement team, Indigenous and non-Indigenous employment service providers, employers, industry associations, Chambers of Commerce, and community organizations across Alberta.

This is a province-wide remote/hybrid position, with regular travel to communities, employer sites, and events.

What Makes This Role Meaningful

- Building respectful, long-term relationships with Indigenous communities
- Supporting Indigenous Peoples, including those with disabilities, to access meaningful work
- Engaging with communities, elders and Indigenous Employment Services to create inclusive, culturally safe, and accessible workplaces
- Bridging community priorities
- Bringing Indigenous perspectives into provincial workforce systems

Direct Duties

- Indigenous Community Engagement (Approx. 60%)
- Employer Engagement & Partnership Development (Approx. 10%)
- Employment Service Provider & Systems Collaboration (Approx. 10%)
- Presentations, Training, & Events (Approx. 10%)
- Administration, Data, & Reporting (Approx. 10%)

Indigenous Community Engagement (Approx. 60%)

- Build and maintain trusted relationships with Indigenous Nations, communities, and organizations across Treaty 6, 7, and 8 and Otipemisiwak Districts.
- Engage with Indigenous employment service providers, community organizations, and partners such as CFT7 to strengthen employment pathways.
- Participate in community-led gatherings, events, and forums to listen, learn, and understand local employment priorities.
- Work respectfully with community protocols, including guidance from Elders and Knowledge Keepers when appropriate.
- Maintain awareness of Indigenous employment programs, services, and workforce initiatives across Alberta.
- Co-create culturally relevant approaches to employment that reflect community strengths and lived experience.

Indigenous Employment Service Provider Collaboration (Approx. 10%)

- Build and maintain partnerships with Indigenous employment service providers.
- Bridge collaboration among Indigenous and non-Indigenous employment services providers to coordinate referrals, joint initiatives, and shared learning opportunities.
- Support Indigenous and non-Indigenous service providers to strengthen culturally safe and inclusive recruitment, onboarding, and retention practices.
- Provide guidance on accessibility and accommodations that integrate disability inclusion and cultural safety.

Employer Engagement & Partnership Development (Approx. 10%)

- Build and sustain employer relationships that lead to hiring, retention, and advancement of Indigenous Peoples, including Indigenous persons with disabilities.
- Engage employers, industry associations, and Chambers of Commerce to promote inclusive and culturally safe hiring practices.
- Support employers to develop Indigenous talent pipelines in partnership with Indigenous employment service providers.
- Provide guidance on:
 - inclusive recruitment and hiring practices
 - culturally safe onboarding and workplace belonging
 - disability-related accommodations and accessibility
 - retention and career growth strategies
- Promote AEFN employer supports, tools, and initiatives.

Presentations, Training & Events (Approx. 10%)

- Co-create community-led presentations and training on cultural relationship building, Indigenous disability inclusion, and culturally safe engagement.
- Organize and support job fairs, networking events, and collaborative workshops.
- Support Disability Employment Awareness Month (DEAM) initiatives with an Indigenous inclusion lens.

Administration, Data & Reporting (Approx. 10%)

- Track stakeholder engagement activities and partnerships.
- Prepare reports that reflect both outcomes and relationship-based work.
- Maintain accurate records using client data systems and Microsoft 365 tools.

The Commitment

Full-time position working 37.5 hours/week. We believe in work life balance and are committed to keeping the workload in alignment with the true hours worked.

At Gateway Association, we strive for roles to be permanent and continuous. However, as a registered charity supported by government funding, private foundations, grants, individual donors, and fundraising efforts, some funding is term-based with variable contract lengths. As a result, certain positions may conclude unless funding is renewed or extended or new funding is obtained.

Reports To: Director; Alberta Employment First Network

Supervises: No direct reports

What You Can Bring

Education/Experience

- Lived experience as a First Nations, Métis, or Inuit person.
- Relevant lived, professional, or educational experience in areas such as Indigenous Engagement & Governance, Indigenous Engagement & Relationship Building, Indigenous Studies, Community Development, or related fields.
- Minimum 3 years of experience in Indigenous community engagement, workforce development, or community engagement.
- Experience working across Treaty 6, 7, and 8 territories and the Otipemisiwak Métis Government and its Districts and community-based organizations.
- Experience facilitating group conversations (roundtables, focus groups, listening sessions).
- Strong experience working with or deep community connections to Indigenous communities or organizations in Alberta.
- Experience supporting and navigating connections among communities.

Knowledge & Skills

- Strong relationship building, communication, and facilitation skills.
- Ability to manage multiple relationships and priorities.
- Proficiency with Microsoft 365 and stakeholder engagement tracking systems.
- Knowledge of disability inclusion, universal design, or assistive technology.
- Understanding of distinctions-based approaches and culturally safe engagement.
- Familiarity with relevant legislation (*Alberta Human Rights Act, Accessible Canada Act*).

Equity & Inclusion

- Demonstrated commitment to equity, diversity, and inclusion.
- Foundational understanding of anti-racism principles, structural oppression, and related terminology (desirable; training provided).

Additional Requirements

- Offer of employment conditional upon a satisfactory Police Information Background Check.
- Must have access to personal vehicle for work-related purposes and provide satisfactory evidence of valid driver's license, current vehicle registration, and proof of third-party liability insurance. Reasonable accommodations will be explored where possible.
- New hires are subject to a 3-month probationary period.

Gateway Value Proposition (Compensation & Benefits)

Compensation & Benefits

- **Salary Range:** \$66,000 to \$72,000
- **Health Benefits:** 50/50 Employee/Employer Paid Premiums
- **Paid Time Off:**
 - 15 vacation days
 - 9 Personal days
 - Extended winter break (during this period, there will be rotating coverage and an intermittent schedule to ensure community needs are supported. Flexibility and collaboration in scheduling will be required.
 - Flexible family-friendly schedule

Work Conditions

- **Duties:**
 - High level of independent work, self-direction, and autonomous decision making.
 - Regular travel and engagement with Indigenous and rural communities.
- **Hybrid Work Model:**
 - This is **NOT a fully remote position**. While AEFN's physical offices are in Calgary and Edmonton, this role requires regular in-person community engagement with the need to commute to various Indigenous communities.
 - Administrative work will be completed from a home office, and significant time will be spent in community settings, meeting with employers, service providers, and partners.
 - Employee must reside and work within their respective region in Alberta.
- **Workplace Culture:**
 - Commitment to reflective practice and continuous learning
 - Leadership dedicated to anti-oppressive practices
 - Ongoing evaluation of internal and external practices to ensure meaningful impact

Our Application and Hiring Process and Timeline

- **Application Requirements:** Submit 1 combined PDF containing resume & cover letter to: humanresources@gatewayassociation.ca
- **Preferred Start Date:** As soon as possible (based on the selected candidate's availability)
- **Competition Closing Date:** Open until the position is filled)
- Applications will be reviewed continuously until the position is filled.
- **Posting Type:** Internal & External Candidates Considered
- **Interview Process:**
 - Candidates scheduled for interviews will be provided with the majority of the questions in advance.
 - All interviewed candidates will be kept informed of their status as the process moves forward.
- *While we'd like to connect with everyone, we simply don't have the capacity to reply to all applications. Only those selected for an interview will be contacted.*



Inclusion and Accommodation

Gateway is committed to maintaining a diverse, inclusive, and equitable workplace where each employee can be supported and valued for their contributions. We are an equal opportunity employer, which means all qualified applicants will receive consideration regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. Accommodations within our recruitment process and on the job are practiced and applied as needed. Please contact Human Resources at humanresources@gatewayassociation.ca for more information and to request any accommodations.