

EXPRESSION OF INTEREST (EOI)

FOUR PILLARS SOCIETY – PROJECT PLANNING

Adams Lake Indian Band is seeking to engage an experienced and Culturally aware Project Lead for the development of a community plan related to the Four Pillars (Culture, Language, Heritage and Wellness) under the Gottfriedson Class Action agreement with Canada. <https://fourpillars.longhousesites.com/>

SCOPE OF WORK

1. Research, Develop and Produce a Community Plan Related to the Four Pillars for ALIB.

Lead, coordinate and facilitate engagement with ALIB Leadership, Chief and Council, and Community Members (Urban and on Reserve) to complete a needs analysis and develop and produce a Community Plan and budget related to the four pillars that spans the duration of the funding.

2. Research and Reporting

- Conduct community-based research to identify needs, capacity development opportunities, and service gaps;
- Develop a comprehensive plan to meet and address those gaps and opportunities;
- Prepare and deliver monthly updates to CEO, leadership, community members, and others as required; and
- Complete project reports as per the Agreement on behalf of ALIB

3. General Responsibilities

- Provide information to staff and community members on engagement opportunities.
- Ensure all engagements adhere to established safety guidelines.
- Consult with all stakeholders associated with the funding criteria.

PROJECT MILESTONES AND DELIVERABLES:

The following have been identified as requirements:

Item	Due Date
5-year 4 pillars plan – First Draft - Includes community consultation - Leadership and Admin consultation	March 15 th 2025
5-year 4 pillars Budget – First Draft - Includes community consultation - Leadership and Admin consultation	March 15 th 2025
20-year 4-pillar community plan – First Draft	March 15 th 2025
Community Presentation on 20-year Plan - Final edits and comments	Q2 2025
Final Draft to Leadership - Pass by Band Council Resolution	Q2 2025

KEY COMPETENCIES

The successful candidate will possess the following competencies and experience:

- Demonstrated knowledge and ability to engage and deliver complex projects that require First Nations Community engagement;
- Ability to present information to multiple stakeholders in different settings;
- Excellent communication and presentation skills;
- Work effectively with diverse stakeholders;
- Foster and promote a collaborative team environment;
- Strong knowledge of Indigenous issues and opportunities;
- Sensitivity and discretion in dealing with confidential matters;
- Ability and willingness to engage with stakeholders outside of regular office hours;

SUBMISSION REQUIREMENTS

- Resume, portfolio and Business details
- Provide a detailed breakdown of costs per the scope of project milestones and deliverables; including consultation methods.
- Provide a detailed explanation of relevant experience;
- Must be able to obtain and maintain a Criminal Records Check with Vulnerable Sector with results acceptable to ALIB.
- Submit a Letter of Interest describing your interest, your awareness, knowledge, and your skills and competencies relevant to the position.

Submit Applications To:

Carly McMeekin
Senior Wellness Officer
Email: cmcmeekin@alib.ca

Or you may deliver a hard copy to Human Resources.

Closing Date: December 15th, 2024 (**Midnight PST**)

Please Note: Preference may be given to qualified ALIB band members and individuals who self-identify as First Nation, Inuit, or of Indigenous ancestry. All applicants must be legally entitled to work in Canada.