

Job Posting

Indigenous Relationships Facilitator

Competition #: UB-2026-13

Position Type: Thirty-five (35) hours per week

Salary: \$30.58/hr

Closing Date: Open until filled

Working with the Thunder Bay Public Library and the Community

This role is ideal for someone who educated in an indigenous or library field and is interested in:

- *Fostering meaningful relationships and connections with Indigenous communities and community members.*
- *Supporting spaces where Indigenous voices, stories, knowledge, and experiences are welcomed and valued.*
- *Learning from and collaborating with Elders, Knowledge Keepers, Indigenous organizations, and community partners.*
- *Exploring how libraries can contribute to reconciliation, cultural understanding, and belonging.*
- *Helping create programs, services, and experiences that honour Indigenous perspectives and strengthen community connections.*
- *Being part of a shared commitment to making the library a more welcoming, respectful, and inclusive place for everyone.*

If you are motivated by relationship-building, community, learning, and the opportunity to contribute to meaningful change, we welcome your interest in this important role.

POSITION DESCRIPTION

POSITION TITLE	Indigenous Relationships Facilitator
UNION AFFILIATION	CUPE 3120
PRIMARY RELATIONSHIP	Indigenous Relations - Senior Advisor

PURPOSE:

The Indigenous Relationships Facilitator is responsible for the planning, developing and coordinating of cultural programs, events and initiatives that celebrate the culture for Indigenous peoples in the area. In order to achieve this successfully, the Indigenous Relationship Facilitator must focus on building and maintaining positive relationships with other Library staff members, community organizations, representatives and community members.

ACCOUNTABILITIES:

1. Plans, implements, and promotes programs and initiatives in consideration of meeting the needs of the First Nation, Metis and Inuit communities.
2. Demonstrates a comprehensive knowledge of the programs, collections, and services offered by the library including the Indigenous Knowledge Centre in order to provide service, support and readers' advisory to staff and patrons.
3. Plans and participates in various community outreach activities such as First Nations Public Library Week, National Indigenous Peoples Day, and Folklore Festival to increase Indigenous usage, and awareness of the resources and services available at the Library.
4. Provides support to the Indigenous Relationships - Senior Advisor in building relationships with Indigenous community members, including assessing needs, making referrals, liaising with other organizations, and connecting with related agencies to meet the needs of all age groups
5. Serves as a First Nations, Metis and Inuit resource to staff, and supports them in their efforts to provide effective, inclusive, and relevant services.
6. Provides input on collections, services, and programs in order to support culturally relevant relationships based on library services and programming in collaboration with indigenous communities and organizations.
7. Assists with the planning, research and implementation of initiatives as required.
8. Supervises and trains staff to optimize performance, as required.
9. Provides assistance to library patrons in a manner that is warm, welcoming and respectful while building relationships with patrons and actively seeks feedback from them.
10. Provides tours and orientation of Library services and facilities.
11. Raise awareness and promote the use of the Library's programs, collections, and services throughout the community.
12. Assists with staffing and delivery of various outreach activities in the community.
13. Participates in other programming on an as needed basis.
14. Provides assistance on the service desk as needed.

15. Represents the Library on community committees and internal working groups as appropriate and action any directives resulting from this representation.
16. Assumes in-charge responsibilities for the branch library to ensure a safe working environment. May be required to take on system in-charge responsibility, when upgraded as per the Collective Agreement, in the absence of a Librarian on shift.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional duties, responsibilities and activities may be assigned from time to time as necessary.

MASTERY:

The position requires:

1. Library & Information Technician Diploma / or equivalent or a two year diploma in a related field, is preferred.
2. Lived Indigenous experience and a commitment to supporting Indigenous community members access library resources.
3. A minimum of two (2) years recent and relevant experience, including work with Indigenous communities.
4. Effective skills in supervision, interpersonal relations, communication and team participation.
5. Commitment to superior customer service.
6. Demonstrates initiative, problem solving and ability to work independently.
7. Experience or knowledge of First Nations history and culture, community development, or related fields.
8. Current First Aid and CPR certification and Naloxone Certification.
9. Must undergo a successful Criminal Records Check.

Application Information:

Please submit your cover letter and resume at your earliest convenience to kgunn@tbpl.ca. As the competition is open until filled, interviews will take place as soon as the number of qualified candidates meets the threshold that we have determined to conduct interviews.

Other Information:

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the HR Manager.