



Strategy Liaison

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Strategy Liaison, you will report to the Indigenous Relations Office Team Lead and support the Office in advancing Indigenous Relations and Truth and Reconciliation initiatives, as outlined in the White Goose Flying Report. This will involve collaboration with City staff (Administration, Mayor and Council) and Indigenous Peoples including Blackfoot First Nations, Îethka Nakoda Wîcastabi First Nations, the Tsuut'ina First Nation, the Otipemisiwak Métis Government, Métis Nation Battle River Territory (Nose Hill Métis District 5 and Elbow Métis District 6) and the many First Nations, Métis, and Inuit who call Calgary home. Primary duties include:

- Support the leadership of the Indigenous Relations Office in implementing action plans related to strategies, programs, and projects concerning Indigenous Peoples.
- Convene and facilitate the Calgary Urban Aboriginal Affairs Committee (a City of Calgary Council Boards, Committees and Commissions body) and other multi-sector collaborations and community groups.
- Establish and maintain relationships with internal and external partners.
- Organize, schedule, and facilitate online and in-person meetings, information sessions, and events.
- Develop detailed committee agendas aligned with meeting goals and in collaboration with committee members.
- Draft progress updates and meeting minutes.
- Provide technical support during virtual committee meetings, information sessions, and live events.
- Develop and maintain risk and issue management logs, including mitigation strategies.
- Create and review communication materials, including website updates and newsletters.
- Provide support for the overall functioning of the Office.

Qualifications

- A degree in Indigenous studies, Social Sciences (e.g. Sociology), Social Work, Public Administration, or a related field.
- At least 3 years of experience working with Indigenous Peoples and communities in strategy development, implementation, or in convening and maintaining partner relations.
- Verifiable First Nations, Métis, or Inuit Nation status with demonstrated lived experience, or lived experience as a member of an underrepresented community, or experience working with and supporting persons from an underrepresented community is required.
- Demonstrated knowledge of Indigenous worldviews, histories, languages, cultures, traditions, values, traditional territories, Truth and Reconciliation, and contexts specific to Indigenous Peoples in the Calgary area is required.
- Experience supporting collaboration to achieve a goal or respond to an issue is considered an asset.
- Knowledge of and experience working with Indigenous communities, social service sectors, government, lived-experience networks, or collaboratives is considered an asset.
- Ability to work effectively in a changing, fast-paced, and political environment is required.
- Strong political acumen, sound judgement, strong communication and organizational skills are essential.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle: This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Position and Pay Information

Business Unit: Community Strategies

Union: CUPE Local 38

Position Type: 1 Permanent

Compensation: Pay Grade 9 \$41.49 – 55.51 per hour

Hours of work: Standard 35 hour work week

Days of work: This position works a 5 day work week with 1 day off in a 3 week cycle.

Location: 315 10 Avenue SE

Audience: Internal/External

Apply By: April 20, 2026

Job ID: 313958

Apply online at www.calgary.ca/careers