

<u>Position Title:</u>	Director, Indigenous Initiatives
<u>Program:</u>	Connected Minds
<u>Contract Term:</u>	Until March 31, 2030, pending program funding
<u>Annual Salary:</u>	\$130,000 plus benefits
<u>Hours of Work:</u>	Full-time; 35 hours per week

ABOUT CONNECTED MINDS:

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

JOB PURPOSE:

The Connected Minds program recognizes that community-based and focused research alongside traditional cultural knowledge and values provides important guidance for socially responsible research. To integrate these into the program and provide specific oversight, we have created a governance arm called the Indigenous Advisory Circle, as an additional oversight body with veto power over any program funding/research that relates directly to Indigenous Peoples. Connected Minds is searching for a Director, Indigenous Initiatives, to work alongside the Associate Director, Dr. Sean Hillier, to provide both strategic leadership and hands-on management for Indigenous initiatives within the Connected Minds program.

Serving as staff support to the Indigenous Advisory Circle (IAC) alongside Dr. Hillier, the Director is responsible for facilitating the Circle's work, executing its initiatives, and ensuring Indigenous perspectives are embedded across the program. The Director, Indigenous Initiatives will also work alongside the Connected Minds Program Director to ensure deeper integration of IAC activities and Indigenous perspectives across all aspects of the Connected Minds program.

This role requires a skilled relationship-builder with strong project management expertise, deep knowledge of Indigenous contexts and protocols, and the ability to navigate academic systems while maintaining respectful, reciprocal relationships with Indigenous communities.

This position is restricted to Indigenous candidates (First Nations, Métis, and Inuit) in accordance with the special program provisions of the Ontario Human Rights Code (Section 24). Applicants are asked to self-identify in their application.

MAJOR DUTIES:

Leadership & Governance

- Supports the Indigenous Advisory Circle, sharing responsibility for strategic direction, meeting facilitation, and decision-making.
- Collaborate with IAC members and the Directorate to establish annual priorities, work plans, and deliverables.
- Act as the primary point of contact for IAC matters between the Circle, program leadership, and institutional partners.

Program & Project Management

- Lead the planning, coordination, and delivery of IAC initiatives, including community engagement activities, research collaborations, workshops, and events.
- Develop and monitor project budgets, timelines, and resource allocation.
- Prepare and manage funding proposals, reports, and documentation for internal and external stakeholders.

Community Engagement & Relationship Management

- Build and maintain strong relationships with Indigenous communities, Elders, Knowledge Keepers, and organizations.
- Ensure engagement and activities follow appropriate local protocols.
- Create opportunities for meaningful Indigenous participation in program initiatives.

Operational Oversight & Administration

- Oversee meeting agendas, minutes, follow-ups, and progress tracking.
- Develop communications to share IAC updates, successes, and opportunities with program members.
- Ensure accountability for deliverables and outcomes aligned with the IAC's goals.

QUALIFICATIONS:**Required**

- Strong knowledge of Indigenous histories, cultures, and contemporary contexts in Canada.
- Demonstrated experience leading projects and managing multiple priorities.
- Proven ability to work with Indigenous communities and respect Indigenous protocols.
- Excellent facilitation, communication, and stakeholder engagement skills.
- Lived experience as an Indigenous person.

Preferred

- Experience in research administration, academic program management, or governance.
- Familiarity with Tri-Council funding, Indigenous research ethics, and equity frameworks.
- Effective organizational skills to simultaneously handle conflicting priorities and meet deadlines.
- Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook).

Application Instructions:

Please submit a cover letter and resume to Nicoleta Negoita, Senior People Partner, at nicol23@yorku.ca. This position is open until filled.