

Job Description



IDENTIFICATION

Job Title:	EleV Learning Advisor	Division:	
Title of Immediate Supervisor:		Position Number:	
Supervisor's Title:	EleV Manager	Effective Date:	

Yukon University is committed to advancing reconciliation and upholding respectful, reciprocal relationships with Yukon First Nations. All roles at YukonU contribute to Indigenous self-determination, community-first approaches, and the co-creation of inclusive, culturally grounded learning environments.

Purpose of the Role

Summarize, in a few sentences, the purpose of the job within the context of the Yukon University. It is not detailed list of how the job is done, or a list of tasks and activities, nor is it a list of duties or responsibilities. It should answer the following questions:

- *What is it that the job is intended to achieve?*
- *What would not get done if the job did not exist?*
- *What is the contribution that the job makes to Yukon University?*

The EleV Learning Advisor advances Yukon University's commitment to reconciliation, Indigenous student success, and systems change by fostering collaborative relationships, leading reflection, learning, evaluation, and storytelling initiatives, and providing strategic guidance. These activities demonstrate impact, support continuous improvement, and inform decision-making. Without this position, YukonU would lack dedicated capacity to strategically guide EleV initiatives, strengthen partnerships, capture and communicate Program insights and outcomes, and leverage learning to advance transformational change in the education ecosystem.

Key Responsibilities

Indicate the key responsibilities of the job (maximum 5-7). Main duties/responsibilities are used to define the work that needs to be performed in a job on a regular basis (this is not a list of tasks). Indicate important details to provide a broad overview of the role and its responsibilities. Include the impact the job will have on the organizations' results and level and type of interactions the job has both within and outside the organization. Begin your statement using an action verb, if possible.

- ☞ Build and sustain respectful relationships with Yukon First Nations, Elders, youth, knowledge keepers, project teams, partners, and community organizations to support reconciliation, collaboration, and systemic change.
- ☞ Lead reflection, learning, evaluation, and analysis processes by maintaining impact and learning frameworks, facilitating sense-making activities, tracking outcomes, and identifying trends, challenges, successes, and opportunities for improvement while ensuring approaches are culturally grounded and aligned with OCAP® principles and Indigenous Data Sovereignty.
- ☞ Communicate outcomes, insights, and stories through narrative reports, presentations, gatherings, and storytelling initiatives that honour cultural protocols, relational accountability, and reciprocity while sharing promising practices and demonstrating Program impact.

- ☒ Lead and coordinate projects, engagements, and initiatives that promote co-creation, Indigenous knowledge systems, reconciliation, organizational learning, and cross-institutional collaboration.
- ☒ Provide strategic leadership and advice to EleV initiatives, ensuring alignment with Yukon First Nations' priorities, Indigenous ways of knowing, and YukonU's Reconciliation Framework.
- ☒ Champion organizational and cultural change by fostering inclusive, welcoming, and connected learning environments and engaging in lifelong learning, including cultural learning opportunities and Yukon First Nations-focused training.

People Leadership

What type of leadership and/or supervisory responsibility for other employees of the organization does this role have? This includes the nature of and complexity of leadership required in the role. Leadership over a project or thought leadership should be included.

- Provides thought leadership in program strategy, systems change, reconciliation, evaluation, and learning at YukonU and in the broader education ecosystem.
- Leads collaborative projects and facilitates collective learning processes.
- No direct supervisory responsibilities.

JOB ELEMENTS

Decision - Making

Indicate typical decisions made independently and/or those that the job is involved with (less than 5). A decision may consist of a choice of a specific course of action or the choice to recommend course of action to someone else. It may impact resources, policy or program development direction, compliance, service, or program delivery, etc.

Statements should provide indications on the nature of the involvement (recommending, advising or formal sign off).

The EleV Learning Advisor exercises significant judgment in shaping the implementation and evolution of the EleV Program. This includes:

- Recommending appropriate methods and approaches for evaluation, learning, engagement, storytelling, and relationship-building activities.
- Advising on strategic program direction, priorities, partnerships, and approaches to maximize impact and support Indigenous student success.
- Recommending program improvements and future directions based on evaluation findings, community feedback, and learning outcomes.
- Influencing decisions related to institutional culture, reconciliation initiatives, resource focus, and systems change efforts.

Communication and contacts

Indicate the main interactions (including verbal and written interactions) taking place on a normal and regular basis, with Yukon University's internal or external contacts, partners and/or interest groups. Describe the nature of communication, if possible, using action verbs such as exchange/share, questions and explain, counsel, influence, convince, etc. Given the breadth of situations in which interpersonal skills can be applied, particular attention should be paid to the purpose for interaction, the context and the frequency.

The Learning Advisor requires strong written, verbal, facilitation, and relationship-building skills to influence decision-making, foster collaboration, support learning, and strengthen partnerships. Communication is grounded in respect for cultural protocols, relational accountability, and reciprocity.

Internal

- Collaborates with the EleV Manager, other EleV staff, VP Reconciliation, Deans, Directors, project leads, Elders, committees, and YukonU staff to align initiatives, gather insights and data, and advance program priorities.
- Provides strategic advice, evaluation findings, and recommendations that support decision-making and organizational learning.
- Facilitates dialogue, reflection, and consensus-building across departments and teams.

External

- Engages with Yukon First Nations, Elders, youth, government representatives, community organizations, project partners, and the Mastercard Foundation to build trust-based relationships and advance shared objectives.
- Represents YukonU and EleV in community gatherings, meetings, conferences, forums, and partnership discussions, ensuring respectful and culturally informed communication.
- Shares learning, stories, outcomes, and promising practices that contribute to broader systems change and reconciliation efforts.

Knowledge and Experience

Indicate the minimum requirements in terms of level of education and specify the field of study related to the level of education. This may differ from the job's incumbents' actual level of education. Describe the level of knowledge and business acumen required to perform the job in an effective manner. Also indicate the minimum required number of years and type of relevant experience required.

- ✎ Undergraduate degree in Indigenous Studies, Education, Social Sciences, Program Administration, or related field. An equivalent combination of education and experience will be considered.
- ✎ Minimum 2 years of experience in program management, strategic planning, evaluation, learning facilitation, stakeholder engagement, or community development, preferably within Indigenous, reconciliation-focused, or community-based contexts.
- ✎ Strong understanding of Indigenous evaluation approaches, Indigenous Data Sovereignty, Yukon First Nations history, cultures, protocols, and Final Agreements.

- ☞ Demonstrated skills in strategic thinking, project management, facilitation, relationship-building, data analysis, organizational learning, and communication.
- ☞ Lived Indigenous experience or experience living and working in Indigenous communities is beneficial but not required.

WORKING CONDITIONS

Specific Working Conditions & Requirements
<i>Indicate any exceptional or challenging working conditions and/or requirements associated with this position (for example, requirements to respond to clients in opposing time zones, to travel extensively, physical effort, which are an inherent part of the job, etc.).</i> ☞ Based at Ayamdigut Campus with regular travel throughout Yukon (approximately 4–5 trips annually) and occasional travel outside the territory. ☞ Requires flexibility to accommodate changing priorities, community engagements, occasional evenings, weekends, and seasonal activities. ☞ Exposure to tight deadlines and complex stakeholder environments requiring sound judgment and relationship management.

Yukon University campuses are located on the territories of Yukon First Nations, most of whom are self-governing. We are committed to reconciliation, Indigenous self-determination, and respectful, community-first approaches in all aspects of our work.