

REQUEST FOR PROPOSALS (RFP)



Yinka Huwunline Department In-House Cultural Advisor

PURPOSE

The Yinka Huwunline Department (YH) of Nak'azdli Whut'en is seeking a qualified individual to serve as an In-House Cultural Advisor.

This role will support the integration of Dakelh values, worldviews, and cultural principles into many aspects of YH's operations, planning, and external relations.

SCOPE OF WORK

The Cultural Advisor will:

- Provide cultural advice to ensure YH's internal processes, policies, and initiatives reflect Dakelh values and ways of knowing.
- Support the integration of Dakelh knowledge into land stewardship, wildlife, forestry, water, and governance workstreams.
- Participate in strategic planning sessions to ensure cultural considerations are embedded into department priorities and goals.
- Assist in developing cultural protocols for departmental operations and community engagement.
- Review and advise on external communications, agreements, and partnerships.
- Support staff education by sharing cultural knowledge and promoting respectful, culturally informed workplace practices.
- Act as an advisory support to Directors and Managers as needed, helping to uphold Nak'azdli Whut'en's cultural and stewardship mandate.

Deliverables

- Regular attendance at YH team meetings (weekly, biweekly, or monthly depending on needs).
- Verbal or written advice to guide policies, planning documents, and referral processes.
- Contributions to staff training or learning opportunities as appropriate.
- Informal quarterly updates summarizing activities, advice provided, and any

Qualifications

- Deep knowledge and lived experience of Dakelh culture, values, and governance traditions.
- Recognized by the community as a knowledge holder, Elder, or respected cultural leader.
- Ability to share knowledge and advice in a supportive and collaborative way.
- Willingness to work with leadership, managers, Keyoh holders, Elders, and external partners.
- Experience participating in community stewardship, governance, or advisory roles.

PROPOSAL REQUIREMENTS

Interested individuals are asked to submit:

- A short letter of interest (oral or written is accepted) that shares:
 - Who you are and your connection to Nak'azdli Whut'en or the Dakelh people,
 - Your experience with cultural knowledge and teachings,
 - Why you are interested in supporting Yinka Huwunline work,
 - Any ideas or hopes you have for helping the department integrate culture into its work.

If preferred, applicants may ask for assistance to submit an oral application or arrange a meeting to discuss their interest.

EVALUATION APPROACH

Selections will be made based on:

- Knowledge and lived experience,
- Willingness and commitment to share and support cultural integration,
- Availability to meet departmental needs.

DEADLINE FOR SUBMISSION

Submissions are requested by: **May 9th, 2025**

Please send your letter of interest (or contact us to arrange a discussion) to:

Executive assistant – tracey.baldwin@nakazdliwhuten.ca

TERM

The Cultural Advisor position is anticipated to be a **one-year contract**, with potential for renewal based on departmental needs and funding availability.

COMPENSATION

Compensation will be negotiated respectfully, based on experience, availability, and budget approvals.