



JOB POSTING

Position Title

Luminary Projects and Programs Lead

Organization

[Luminary](#), a division of Indigenous Works

Position Mandate

The Projects and Programs Lead is responsible for co-designing, delivering, and continuously improving Luminary's core programs and projects that advance Indigenous innovation, knowledge sharing, and multidisciplinary research collaboration across post-secondary institutions, Indigenous businesses and organizations, research agencies, and NGOs.

The Lead has dual reporting to the Executive Director and Chief Transformation Officer. You work closely with Luminary's Senior Management Team, including the Chief Transformation Officer, Senior Research Lead, and the Vice-President of Strategy, to ensure strong alignment between strategy, operations, and program delivery.

The Lead will work with Luminary's project and program platform including:

- The Canadian and International Business School Indigenous Engagement Survey
- Charter for Change Partner Program
- Innovation Summit and International Conferences and Forums,
- Knowledge Keeper Lodge for Case Study Research and Development

Core Programs

Indo-Pacific Indigenous Project: International Business School Indigenous Engagement Survey: Canada, Australia, New Zealand

This project will strengthen Indigenous innovation, institutional collaboration, and economic leadership between Canada, Australia, and New Zealand through a seventeen-month program plan of activities from August 2026 to December 31st, 2027. At the heart of the project initiative is the International Business School Indigenous Engagement Survey with business schools in Canada, Australia, and New Zealand. The program activities are anchored in the Indigenous Innovation Summits in 2026 and 2027 and the Australian and New Zealand Academy of Management (ANZAM) Conferences in 2026 and 2027.

The Lead will manage daily operations, logistics, finances, marketing, communication, and reporting. Luminary's management team, International Indigenous Advisory Council and its partners, Dilin Duwa Centre for Indigenous Business Leadership, University of Melbourne and the Dame Mira Százy Centre at the University of Auckland Business School at the University of Auckland Business School, will provide their expertise and connections to ensure program success.

Webinar and Knowledge Mobilization

Provide strategic and operational leadership for Luminary's website as a core service platform and online knowledge centre for Indigenous innovation. The website will serve as a hub for knowledge mobilization, resources, and insights related to Indigenous-led collaborations with academic institutions, as well as for networks, communications, and member engagement. Responsibilities include overseeing content, functionality, and continuous improvement to ensure the platform effectively supports Luminary's programs, partnerships, and strategic objectives.

Indigenous Innovation Summit and Indigenous Colloquium

Support the Executive Director with the event management and programming support for Luminary's flagship convenings and leadership initiatives, including the International Indigenous Innovation Summit, Ignite Leadership Online Forums, online webinars, seminars and forums, and the Indigenous Colloquium, as well as other Luminary-led convenings and initiatives as they emerge. Responsibilities include program and event planning, coordination, stakeholder engagement, and ensuring alignment with Luminary's strategic priorities and community-identified needs.

National and Regional Events, Forums, and Networks

Support Luminary's participation in and delivery of national and regional events, forums, and networks, including the Indigenous Innovation Summit and related convenings. The

Manager, Core Programs will provide programmatic input, support stakeholder engagement, and contribute to event planning and delivery.

Responsibilities include facilitating and supporting sessions, coordinating with partners and participants, documenting discussions and outcomes, and synthesizing insights to inform future programming, reporting, and continuous improvement.

Charter for Change Partner Program

Provide marketing, communications and operational support for Luminary's Charter for Change Partner Program and future membership programs, ensuring the delivery of high-quality programming that responds to the evolving needs of member institutions. This includes supporting the design and delivery of a programs and services informed by findings from the Indigenous Engagement Survey, with a focus on addressing priorities identified by participating academic institutions. Responsibilities include coordinating speakers and content, engaging members, monitoring participation and feedback, and applying insights to continuously improve program relevance, value, and impact.

Knowledge Keepers Lodge Case Study and Curriculum Research and Development Center (KKL)

The KKL will be a centralized hub of Indigenous-led educational resources, including case studies, lesson plans, curriculum, and learning modules grounded in Indigenous knowledge and pedagogies. The Lead will provide marketing, and program supports connecting with potential funders, partners, academic community, and interest holders. Through this work, the center fosters knowledge exchange, amplifies Indigenous perspectives, and strengthens the integration of Indigenous pedagogies in academic settings.

Key Responsibilities

Program Leadership and Delivery

- Support the Executive Director in the planning, implementation, and ongoing management of Luminary's core programs and services.
- Ensure program alignment with Luminary's mission, values, and strategic priorities.
- Embed Indigenous concepts of reciprocity, knowledge sharing, and community benefit across all programs.
- Monitor program performance, outcomes, and impact; recommend improvements and innovations.

Membership Programs

- Support the Executive Director in attaining partnership and membership goals by actively managing the delivery and value proposition.
- Design and coordinate monthly member webinars, including identifying priority topics, sourcing, and supporting speakers, and aligning content with member needs and Luminary priorities.
- Coordinate with IT and communications support to deliver, promote, and evaluate webinar programming.
- Support the development of member-exclusive offerings such as forums, learning sessions, working groups, and resources.
- Track membership participation, representation, and value creation.
- Contribute to membership growth, retention, and revenue sustainability.

The Business School Indigenous Engagement Survey

- Support the Chief Transformation Officer and Senior Research Lead in the coordination activities related to the survey deployment.
- Provide the logistics and coordination support to the annual business school engagement survey.
- Support the distribution and marketing outreach of the Engagement Survey in Canada, Australia, and New Zealand.

Website and Digital Platform Management

- Support the Executive director with coordination services and marketing.
- Coordinate the marketing and promotion of the webinar content strategy developed by Luminary's senior management team.
- Coordinate updates, and digital tools that support members, partners, and the broader ecosystem.
- Coordinate with developers, designers, and content contributors as needed.
- Ensure accessibility, usability, and alignment with Indigenous design principles.
- Support the integration of learning tools, registration systems, surveys, and digital collaboration features.

Indigenous Innovation Summit

- **Indigenous Innovation Summit**
 - Support an annual summit that showcases Indigenous-led innovation and research.
 - Contribute towards the summit agenda, including keynote sessions, panel discussions, workshops, and networking opportunities.
 - Identify and coordinate speakers, facilitators, and special guests.

- Measure impact through participant feedback, engagement metrics, and post-event reporting aligned with EDI and organizational priorities.

Knowledge Keepers Lodge for Case Study & Curriculum Research and Development

- Support the planning and coordination of the creation and development of the Indigegogy case study and curriculum center.
- Coordinate the various interest holders and partners in the development of case studies, teaching guides, lesson plans, and learning modules aligned with Indigenous pedagogical approaches.
- Support the effective implementation of project timelines, milestones, and deliverables, ensuring alignment with organizational goals and EDI principles.
- Coordinate pilot testing, feedback collection, and iterative improvements to curriculum resources.
- Coordinate the creation and management of a centralized curriculum center platform, ensuring accessibility and usability for educators and learners.
- Provide reporting, summaries, and updates to senior management and key stakeholders on progress, outcomes, and impact.
- Support promotional and engagement strategies to encourage adoption and utilization of curriculum resources across academic and Indigenous communities.

Knowledge Mobilization and Networks (Communities of Practice)

- Support the creation and maintenance of knowledge networks across Luminary programs.
- Facilitate opportunities for dialogue, collaboration, and shared learning among members and partners.
- Contribute to the development of digital and in-person knowledge-sharing tools and practices.

Collaboration and Stakeholder Engagement

- Support the Executive Director and senior leadership in maintaining strong, respectful working relationships with Indigenous organizations, academic institutions, funders, and strategic partners.
- Work collaboratively with Luminary leadership and team members to advance organizational goals and support coordinated program delivery.

Operations, Reporting, and Continuous Improvement

- Develop and manage workplans and timelines related to core programs.
- Track participation, outcomes, and key metrics across programs.
- Contribute to reporting for funders, partners, and internal leadership.

- Identify opportunities for new initiatives, program enhancements, and strategic alignment.

Qualifications

- Undergraduate degree or master's degree in business administration, Public Administration, Education, or a related field.
- A combination of education and lived or professional experience may be considered.

Experience

- Minimum 3-5 years of experience in program and project management.
- Experience working with Indigenous communities or organizations.
- Experience with survey models and practices.
- Experience with marketing and coordinating membership-based programs or networks.
- Experience with marketing and coordinating website management and digital platforms.
- Experience in organizing, promoting, and coordinating events, forums, webinars, or conferences.
- Experience working in multi-stakeholder environments.
- Experience supporting curriculum development, knowledge mobilization, or learning initiatives is an asset.

Skills and Competencies

- Strong project and program management skills.
- Excellent written and verbal communication skills, marketing, and organizational skills.
- Demonstrated ability to manage digital platforms and online tools.
- Experience using CRM, scheduling, and productivity tools, including HubSpot, Calendly, Google Workspace, Microsoft Office, and Asana.
- Experience with website management and online platforms such as Thinkific would be an asset.
- Ability to interpret engagement data and translate insights into program recommendations.
- Relationship-building and stakeholder engagement skills.
- Ability to work across cultural, academic, and organizational contexts.
- Strong organizational skills with attention to detail.
- Adaptability and comfort working in an evolving, growth-oriented organization.

Working Conditions

- Employment Type: Full-time
- Hours of Work: 37.5 hours per week (Monday–Friday).
- Vacation: 3 weeks' paid vacation
- Probationary Period: 3 months

Compensation & Benefits

- Salary: \$68,000–\$80,000 (commensurate with experience)
- Extended health, vision, and dental benefits
- 5% RRSP employer contribution
- Three weeks' vacation plus paid sick/personal days annually
- Flexible work arrangements in a supportive team environment
- 1-week unpaid cultural time off annually (Optional benefit)
- Paid winter break (between Christmas and New Year's Day)
- Supportive, collaborative team culture
- Professional development opportunities

Why Join Luminary

- Be part of a national, Indigenous-led organization advancing Indigenous innovation, knowledge sharing, and systems transformation.
- Work at the intersection of Indigenous communities, post-secondary institutions, business schools, and innovation ecosystems.
- Play a meaningful role in shaping programs that respond directly to member and community needs.
- Collaborate with a passionate, mission-driven team committed to relational, values-based leadership.
- Enjoy the flexibility of remote work while engaging in high-impact, purpose-driven initiatives.

Working Style and Values

- This is a remote position with flexibility to work from anywhere in Canada.
- Travel is required to support the Indigenous Innovation Summit, events, partner engagements, and in-person collaboration.
- Commitment to Indigenous-led, values-based approaches.
- Respect for Indigenous knowledge systems and ways of working.
- Collaborative, relational, and solutions-oriented mindset.
- Opportunity to grow with Luminary as we advance a new Indigenous Innovation Eco-system that will transform economies, employment, and wellbeing.

Our Commitment to Inclusion & Equity

Luminary, a division of Indigenous Works, is committed to employment equity and creating a diverse and respectful workplace. We strongly encourage applications from qualified First Nations, Inuit, and Métis candidates. We also welcome applications from all individuals who share a commitment to advancing and supporting Indigenous voices.

We are an inclusive employer and welcome applications from people with all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

How to Apply!

As a part of your expression of interest, along with your resume, please provide a cover letter that introduces yourself, shares your passions and highlights how your qualifications align with this role by emailing admin@iworks.org on or before **Monday, August 3rd, Noon MST.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.