

JOB DESCRIPTION

Women's Initiatives Coordinator

SUMMARY:

The Women's Initiatives Coordinator will coordinate activities and projects for the Women's Initiatives team and lead administrative support and planning for the NAN Women's Council. This includes working with the Women's Initiatives Manager to build and implement strategic goals, which support the overall mandates of Nishnawbe Aski Nation. This position requires strong knowledge of gender-based issues, experience in project coordination and strong communication skills and abilities to work with an advisory council.

DUTIES:

- To support the Women's Initiatives team and Deputy Grand Chief responsible for the Women's Portfolio with related mandates;
- Project coordination and implementation as assigned;
- Lead support to effectively coordinate communication, meetings, and inclusion of the NAN Women's Council by;
 - Planning and facilitating the NAN Women's Council workplan, including designing strategic events, and establishing working relationships;
 - Coordinate meetings and conference calls; prepare all meeting packages and record minutes as it relates to the Women's Initiatives;
 - Facilitate communication between the NAN Women's Council and Deputy Grand Chief responsible for portfolio
- Support drafting correspondence and briefing notes for NAN Executive, Senior Management and Chiefs and prepare briefing materials on women's issues as required;
- Liaise and share information with First Nations, community organizations, government agencies and other stakeholders;
- Assist the Women's Initiatives Manager with completing funding proposals, project reports and other relevant documents as required
- Promote and maintain strong working relationships with other First Nation organizations and agencies;
- Other duties as required and directed by the Manager of Women's Initiatives.

ACCOUNTABILITY:

The Women's Initiatives Coordinator is accountable on a day-to-day basis and for overall work performance to the Manager of Women's Initiatives with further accountability for overall performance to the Chief Administrative Officer

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

- Post-Secondary Degree or Diploma in a relevant field and/or combination of experience, education and training.
- Experience and knowledge of First Nation women's issues in the remote north.
- Experience and knowledge of the M.M.I.W.G Inquiry Report and Calls for Justice.
- Demonstrate excellent interpersonal and communication skills (verbal, written, multi-media, presentation and facilitation).
- Ability to complete tasks in a fast-paced environment with tight deadlines
- Strong project management skills
- Strong understanding of budgets and financial processes
- Experience in utilizing communication tools (i.e Microsoft Office suite, virtual meeting platforms, social media tools)
- Experience in supporting advisory councils and committees
- Willing and able to travel to NAN communities as required
- Fluency in a NAN dialect (Cree, Ojibway, or Oji-Cree) is an asset
- Must possess a valid class 'G' licence

LOCATION OF WORK: Thunder Bay

CREATED /LAST UPDATED: November 2020