



a project of *MakeWay*

## **Job Description:**

### **Program Coordinator**

**Part-time Casual Term (August 2023 – March 21, 2024)**

**22.5 hours per week @ \$35 per hour**

**Closing Date: August 18, 2023**

## **NISC**

Northern Indigenous Stewardship Circle (NISC), a project on MakeWay's shared platform, is an Indigenous and Northern-led network that builds connections and facilitates information-sharing amongst Indigenous guardian and environmental stewardship programs across Northern Canada. We work as a collective to support Indigenous governance, capacity building and cultural connections for our communities to be empowered as stewards of the land.

## **VISION**

- Indigenous peoples empowered to oversee our own lands, waters, and wildlife
- Unity amongst Northern Indigenous peoples, cultures & communities
- Health and wellness in Northern communities
- Strong capacity and highly qualified Indigenous people leading stewardship and guardian programs of our land and waters
- Robust resources, financial stability, and employment and training supports that empowers stewardship programs to focus on the land

- Community-led, culturally-based stewardship and knowledge-sharing methods and tools rooted in Indigenous knowledge and culture, as well as Western science

## **OUR WAY OF LIFE**

The way of life and values that guide the work of the Circle includes:

- Respect for the land, environment, and each other's cultures
- Resourcefulness - working with what we have
- Strong communication and involvement of people in the community
- Embracing traditional and cultural identity in everything we do

## **POSITION OVERVIEW**

NISC is seeking a self-directed, organized, and strong communicator for the position of Program Coordinator. This is a part-time casual position, located in northern Canada with preference in Yellowknife or Whitehorse.

The Project Coordinator is responsible for assisting with the coordination and delivery of a Northern Guardians Leadership Camp, engaging with Guardian programs across the North through in-person events and social media, and working in partnership with the Technical Support Team of the Indigenous Guardians Toolkit.

Anticipated Start Date: August 2023 – March 31, 2024

Location: northern Canada, Yellowknife or Whitehorse preferred

Salary range: \$35 per hour @ 22.5 hours per week, anticipated additional hours required during programming.

### **Key Responsibility Areas:**

1. Support the launch of the Northern Guardians Leadership Fellowship pilot
2. Connect with Guardians programs who need additional support in building their program

3. Build on facilitation / workshops that can be offered through NISC such as strategic planning, communications training, and evaluation workshop

## **Program Coordination**

Under the direction of the Project Director, lead the coordination of programs and initiatives including but not limited to:

- Schedule, organize and facilitate planning meetings;
- Maintain program budgets and tracking expenditures;
- Ensure implementation of policies and practices in accordance with NISC vision and MakeWay requirements;
- Prepare paperwork and materials for meetings and events;
- Support communications through media relations and social media;
- Conduct outreach locally and regionally;
- Coordinate the design and production of outreach materials;
- Plan, organize, coordinate and manage assigned work;
- Assist with occasionally hauling gear between events, and up and down stairs;
- Ensure technology is used correctly for all operations (video conferencing, power point, etc...);
- Liaise with the Indigenous Guardians Technical Support Team to enliven resources, documents and tools for Indigenous Guardians in the North;
- Work with the Indigenous Guardians Technical Support Team to deliver technical support to Indigenous Guardian programs in the North when requested.

## **Administration**

Assist with a variety of administrative duties as needed, including but not limited to:

- Monitor NISC e-mail;
- Compose and distribute action items and meeting minutes;
- Process invoices, reimbursements, and honouraria; and

- Prepare and organize correspondences, perform data entry and word processing functions, create a variety of documents.

The program coordinator will achieve several deliverables by the end of the contract term, which will be guided by NISC Project Director, the NISC vision, and organizational objectives which include:

### **Qualifications Required**

- Model and honor Indigenous values – respect and honour Indigenous cultural values and priorities;
- Understand northern geographical, ecological and human diversity, and the range of social and environmental issues relevant to the North;
- Have experience working with northern Indigenous communities and multi-cultural environments;
- Experience supporting and/or implementing Indigenous stewardship programs/activities
- Have strong organizational skills; ability to manage competing priorities while running multiple programs;
- Be able to work both collaboratively as well as independently;
- Have excellent oral and written communication skills;
- Demonstrate flexibility to adapt to scheduling needs, including evenings, weekend, and moderate travel; and
- Have excellent interpersonal skills.

### **How to Apply**

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your skills and experiences are a good fit for this position.

4. Briefly tell us about your current/most recent job. Why are you looking for a change?

5. Briefly explain why you think Indigenous Environmental Stewardship is important?

Please send your resume and cover letter with your responses to the above questions to Amos Scott, Project Director at [director@indigenoustewardship.com](mailto:director@indigenoustewardship.com).

**For more information about the Northern Indigenous Stewardship Circle and MakeWay, please visit:**

[www.indigenoustewardship.com](http://www.indigenoustewardship.com)

<http://makeway.org/approach/shared-platform/>

*As NISC is on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.*

*MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.*

*We are proud to be an equal opportunity employer.*

*MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.*

*Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted.*

*Thank you for your interest!*

*We will accept applications until the position is filled. No phone calls or recruiters please*