



Independent First Nations

EMPLOYMENT OPPORTUNITY

IFN Youth Coordinator

The Independent First Nations (IFN) are seeking a highly motivated and dynamic individual to become the newest member of our team, in the position of IFN Youth Coordinator. Round 1 of employment opportunity is open to the members of the IFN communities

Term

Governed and will adhere to the IFN Policies. the IFN Youth Coordinator will be hired for a TERM contract position with possibility to extend employment beyond March 2022.

Description

Under the direction of the IFN Executive Administrative Committee, oversight by IFN Health Director, and supervised by an assigned IFN Staff member, the IFN Youth Coordinator will be responsible for working on activities that advance IFN youth priorities and work with and support the IFN Youth Working Group (IFNYWG).

Purpose and Scope of the Position

The purpose of the *IFN Youth Coordinator* position is to provide a central coordination function for IFN youth activities. The scope of the position is to assist with implementation of collective IFN youth goals, objectives and activities; support continued growth and development.

Roles and Responsibilities

- To establish and maintain cooperative and collaborative working relationship with the IFN communities and IFN Youth Working Group (IFNYWG);
- To assist in the coordination of the annual IFN youth conference
- To coordinate/organize all logistical aspects of IFNYWG meetings and events (e.g. booking accommodations, airfare, meals, meeting rooms, preparing travel claims, inviting guest speakers/facilitators/elders, preparing minutes/records of decision etc.);
- To support the IFNYWG governing documents, and in carrying out their strategic plan
- Identify funding opportunities for both core and project-based resources that support IFN youth priorities, and work alongside with the IFNYWG members in the preparation of funding applications and proposals
- Create mechanisms for the collection and monitoring of IFN youth activities and deliverables on behalf of IFN and the YWG to ensure reporting compliance is done in a timely manner
- Liaise with Government and other external partners as appropriate, required and directed
- At times may attend conferences, and committee meetings to maintain and/or enhance knowledge base and skills
- Will work to ensure that IFN youth program files are protected and maintained at all times
- Provide advice on how youth plans, programs and policies can better meet the needs of IFN youth

- Identify and work with partner ministries, that support greater youth engagement and meaningful investments and opportunities for First Nations youth
- Support project work by IFN letter preparation, resolutions, briefings notes, reports, community presentations
- Be a technical resource person for IFN and IFNYWG
- Incorporate each IFN community needs and priorities into the collective priorities

Working Conditions:

- Work has a high public profile and often extensive public interaction with a variety of different audiences/stakeholders
- Work requires the ability to take direction, prioritize, to work independently and to cope with many demands, deadlines and time constraints;
- Work may require travel (from time to time and/or extensively) and may require employee to work variable hours

Working Relationships:

- With Staff and Leadership
- The Youth Coordinator will promote courtesy, cooperation and teamwork with IFN staff, including IFN Chiefs
- With External Agencies
- Represents and promotes the Independent First Nations and seeks to develop sound professional working relationships on behalf of the IFN.
- With the IFN Communities
- Be in good standing with the Independent First Nations

Qualifications

Education and Experience

- At minimum applicant must have a grade twelve (12) diploma and/or equivalent GED;
- Applicants with Post-Secondary diploma/degree in (e.g. health, social sciences, business, communications and/or related discipline(s)), is preferred;
- Applicant must have at minimum two (2) years working experience with Indigenous communities and preferably with a background in working with Youth;
- Any training/certification attained (e.g. SafeTalk, Mental Health First Aid) is considered an asset;
- Knowledge and understanding the IFN's communities and their needs/concerns is an asset;

Skills & Abilities

- Must possess excellent written and verbal communication skills
- Must have a working knowledge of basic computer programs (e.g. Word, Excel, PowerPoint etc.)
- Must have ability to prepare workplans, budgets, proposals and to report for key activities
- Must be able to take direction, set priorities, meet deadlines and exercise time management
- Must possess critical thinking, problem solving and analytical skills and aptitudes
- Must be able to work both independently and as a member of a team

- Must be comfortable traveling, engaging with people and working with diverse communities
- Understanding of policy, program and evaluation processes
- Knowledge of diverse Indigenous culture(s) and/or language(s) is an asset
- Ability to maintain confidentiality

Other

- Valid Provincial and/or State issued Driver's License
- Access to reliable transportation and insurable
- Successful applicant, will need to provide a current CPIC Venerable Sector Check

Location

Via Satellite Office

Salary

Will range (\$50,000 - \$55,000 annually) depending on experience and education of applicant.

Applications to include

1. Current Cover Letter
2. Current Resume
3. Three names (not letters) or references with telephone numbers (one must be current or most recent employer)
4. Copies of valid driver's license, supporting education documents;

Only applicants selected for an interview will be contacted.

Closing Date:

Friday January 15th, 2021, no later than 5:00pm (late applications will not be accepted).

Contact Information:

Independent First Nations
Att : IFN Executive Administrative Committee
P.O. Box 1634
Cornwall, Ontario
K6H 5V6
Telephone: (613) 932 5852
Fax : (613) 932 9766

Email : Sasha@ifnc.ca