



# IROQUOIS CAUCUS

## Iroquois Caucus Coordinator Job Description

### BACKGROUND:

The Iroquois Caucus (IC) is a body composed of six Iroquoian communities and governments in what is now Canada on Turtle Island, representing over 70,000 citizens. It includes Kahnawà:ke, Kahnésatá:ke, Akwesásne, Tyendinaga, Six Nations of the Grand River and Oneida Nation of the Thames. The IC has come together to enable our governments to discuss our shared issues and concerns, to come to be of one mind and speak with one voice. The purpose of this forum is to develop consensus-based positions, formulate nation-based strategies and seek solutions beneficial to our people. The Iroquois Caucus is not a formal organization, nor does it have a permanent physical office.

**TITLE:** Iroquois Caucus Coordinator (ICC)

### LOCATION:

The ICC will be expected to work from their own home/office and communicate electronically with member communities' leadership and their designated contacts and technicians.

The ICC will be expected to attend all meetings of the Iroquois Caucus, including general assemblies, Grand Chiefs meetings, working group meetings and issues meetings with Iroquois Caucus technicians.

### REPORTING RELATIONSHIP:

The position reports to the Leadership of the Iroquois Caucus, both in written reports and when the Iroquois Caucus meets.

The general personnel and human resource policies of the IC community where the ICC candidate is located shall apply to the ICC.

### PURPOSE AND SCOPE OF THE POSITION:

This is a full-time contract position serving the six (6) Iroquois First Nations in Ontario and Quebec by providing information sharing, coordination, liaison, and administrative support to the Iroquois communities. The ICC will operate under the most recent Iroquois Caucus Terms of Reference (TOR) and ensure that the IC TOR are followed.

## **RESPONSIBILITIES:**

### **Meeting Coordination:**

The key function of the position is to coordinate, attend and be the official recorder for all Iroquois Caucus meetings including:

1. Organize and execute the logistical requirements for successful Iroquois Caucus and Working Group meetings, including meeting facilitation as required.
2. Ensure that all the required administrative tasks and logistics associated with all Iroquois Caucus meetings (general assemblies, Grand Chiefs meetings, working group meetings and issues meetings with technicians) are successfully carried out, including but not limited to:
  - a. Identify possible meeting site and arrange meeting rooms.
  - b. Book a block of hotel rooms for participants.
  - c. Arrange coffee, snacks, refreshments for meeting breaks and lunch for participants for the duration of the meeting.
  - d. Prepare, finalize, and distribute agenda in consultation with Caucus members, a minimum of 2 weeks prior to a meeting.
  - e. Research, compile and disseminate meeting material related to agenda items ahead of scheduled meeting.
  - f. Invite presenters and/or special guests for IC meetings as requested by the Caucus.
  - g. Attend and act as the official recorder for all meetings.
  - h. Coordinate and assist with any other meetings as requested by the Iroquois Caucus.
  - i. Provide a draft record of decision and follow up reports to Caucus members within 2 weeks following a meeting.
  - j. Provide update or briefing notes on follow-up action items within 3 weeks following a meeting.
  - k. Liaise with Iroquois Caucus communities, through their designated contacts and technicians, to acquire updates on decisions and follow-up actions.

### **Communication:**

The ICC will be responsible to:

1. Implement and follow the Iroquois Caucus Communications Plan.
2. Maintain internal and external communications.
3. Liaise with other First Nations Organizations.
4. Liaise with other Indigenous organizations as necessary or requested by the Iroquois Caucus.
5. Maintain Iroquois Caucus website and establish IC email address.
6. Collaborate with Caucus Community technicians to draft letters, position papers, press releases and other documents as required.

### **Financial Monitoring and Budgeting:**

The ICC will be responsible to:

1. Prepare annual Iroquois Caucus budget for IC approval and review and monitor budget throughout the fiscal year.
2. Invoice and collect IC member annual contributions, including arrear reminders.

3. Monitor third party contracts and services as directed by the Caucus.
4. Provide financial reports, quarterly and at year-end, on the financial situation of the Caucus.
5. Arrange for signing authority with a member First Nation to manage the flow-through funding arrangement, including the coordinator's weekly pay, suppliers, contracts (i.e., hotel and catering).
6. Ensure payment of debts incurred on behalf of the Iroquois Caucus.

### **Additional Administrative Functions:**

The ICC will be responsible for:

1. Maintaining all Iroquois Caucus files and documents including the establishment of a document repository.
2. Asset management of technology belonging to the Iroquois Caucus.

### **Qualifications:**

- Post-secondary education in one or more of the following fields of study: First Nations studies, public administration, business administration, political science, public relations, or project management.
- Minimum of 2-3 years of experience working in an administrative or coordination role.
- Experience in coordinating, planning, and facilitating meetings.
- Experience in notetaking, recording and preparing meeting minutes and decisions.
- Experience monitoring and reporting on budgets.
- Excellent written and oral communication skills.
- Excellent research and analytical skills.
- Experience with writing letters, position papers, briefing notes, and press releases.
- Familiarity with First Nations organizations, Federal and Provincial governments.
- Self-motivated and able to work independently without supervision.

### **Terms of Contract:**

The Iroquois Caucus Coordinator position is an independent service contract.

The salary range for the full-time Iroquois Caucus Coordinator position is \$55,000 - \$60,000.