



# IROQUOIS CAUCUS

## EMPLOYMENT OPPORTUNITY

### Iroquois Caucus Coordinator

The Iroquois Caucus (IC) was created by the elected Leaders of the Iroquois communities, located in Ontario and Quebec, as a political forum to discuss shared priorities, issues, and concerns. Through this forum, the Iroquois Caucus is committed to developing consensus-based positions, formulating nation-based strategies and seeking solutions that are beneficial to our People.

The Iroquois communities include Kahnawà:ke, Kahnesatá:ke, Akwesáhsne, Tyendinaga, Six Nations of the Grand River and the Oneida Nation of the Thames, who collectively represent approximately 70,000 citizens.

We are currently seeking an experienced and motivated individual from one of the member communities to support the work of the Iroquois Caucus. Reporting to the elected IC Leadership, the IC Coordinator is responsible to ensure information sharing, meeting coordination, liaison, and administrative support and financial monitoring for the IC. The ICC will operate under the most recent Iroquois Caucus Terms of Reference (TOR) and ensure that the IC TOR are followed.

#### **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.

#### **RESPONSIBILITIES:**

The primary responsibilities of the ICC fall under four main areas:

**Meeting Coordination:** This key function of the position is to coordinate, attend and be the official recorder for all Iroquois Caucus meetings, which includes the planning, organizing, execution of all Iroquois Caucus meeting logistics and meeting follow-up. The ICC will ensure that all 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.

**Communications:** Communication is fundamental to the success of the Iroquois Caucus. The ICC is responsible for internal and external communications and ensuring the implementation of the IC Communications Plan. In addition, the ICC will collaborate with IC community contacts and/or technicians as directed to draft letters, develop IC messaging and press releases and other documents as required.

**Finance:** The ICC is responsible for monitoring and budgeting of the IC finances. The ICC will prepare an annual IC budget for IC approval and is responsible for invoicing when necessary and ensuring debts incurred by the IC are paid and for monitoring transactions for accuracy and to provide the IC with financial updates as outlined in the IC TOR.

**Other Administration:** The ICC is responsible for maintaining all IC files and documents including the establishment of a document repository.

## **QUALIFICATIONS:**

### **Education:**

- 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.

### **Experience:**

- 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.
- Experience with writing letters, position papers, briefing notes, and press releases.

### **Essential Skills:**

- Excellent written and oral communication skills.
- Excellent research and analytical skills.
- 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 Iroquois Caucus Coordinator is a full-time position, and the salary range is \$55,000 - \$60,000.

**Ready to apply? Please submit a cover letter and resume via email to: Iroquois Caucus Hiring Committee at [IC.HiringCommittee@gmail.com](mailto:IC.HiringCommittee@gmail.com) by **October 25, 2023 at 5:00pm.****

**Please submit questions via email to: [IC.HiringCommittee@gmail.com](mailto:IC.HiringCommittee@gmail.com)**

*The IC Hiring Committee appreciates all who show an interest in this position and take the time to apply, however, only those chosen for an interview will be contacted.*