

HEAD OFFICE:
ONEIDA NATION OF THE THAMES



LONDON OFFICE:
387 PRINCESS AVE.
LONDON, ON
N6B 2A7
PHONE: 519.434.2761

WWW.AIAI.ON.CA

EMPLOYMENT OPPORTUNITY

AIAI Special Projects Coordinator

Contract Position

The Association of Iroquois and Allied Indians (AIAI) is seeking applicants to fill the role of a Special Projects Coordinator. The Project Coordinator will be responsible for facilitating project duties, including the coordination of the *AIAI Revitalizing Indigenous Laws* as well as the *AIAI Tobacco Project*, ensuring the project deliverables are carried out according to contribution agreement specifications, and any other associated project activities.

The Project Coordinator will work with AIAI staff and external partners, such as: AIAI Member Nation leadership, AIAI senior staff and leadership, Task Force and working group representatives, government partners, and hired consultants or advisors.

ACCOUNTABILITY: Director of Operations

DUTIES/RESPONSIBILITIES:

- Coordinate project initiatives to ensure achievement of all project deliverables as outlined in the contribution agreement and designated task groups;
- Plan, organize, and attend relevant meetings or gatherings to advance the project;
- Consolidate information and develop written communications for project partners and AIAI Member Nations (ie. briefing notes, Task Force and working group meeting minutes, formal recommendations and action reports, workplans, letters and email correspondence to government and AIAI partners);

- Coordinate and assist in the collection and analysis of data/information to support the Task Force and working groups in their duties;
- Perform research and writing duties and develop and provide presentations as required;
- Coordinate and collaborate with legal consultants or advisors to achieve workable documents required to advance project deliverables;
- Work with project partners to develop a workplan to achieve project deliverables with clear indicators, milestones, responsibilities, action items, timelines, etc.
- In collaboration with the AIAI leadership and senior staff, liaise and strengthen relationships between the AIAI Member Nations and provincial partner in order to advance the AIAI Projects according to mandated directions established;
- Work with a team to prepare and share information with AIAI Member Nations on key developments, priorities, and initiatives related to the project;
- Manage project budgets to ensure expenditures align with allocated budgets and complete reporting as outlined in the contribution agreement (i.e. verbal updates with project partners, end of year financial reports, and all final written project reporting requirements);

REQUIREMENTS

- Must have a post-secondary diploma/degree in the area of public administration and/or a related discipline;
- Three (3) years work experience in a related field;
- Must demonstrate knowledge of federal, provincial, and Indigenous systems, programming, and policies;
- Must possess strong organizational, communication (verbal and written), and research skills
- Must have the ability to multi-task and prioritize in order to achieve deliverables within respective deadlines;

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- Must have knowledge of Indigenous treaties, traditions, cultures, and values, as well as a general understanding of the current issues relating to Indigenous law making and tobacco is required;
- Must have experience in budgeting, proposal writing, and reporting;
- Working knowledge of the Microsoft suite of programs;
- Possess a valid Ontario Driver's license;
- Indigenous ancestry preferred;

WORK CONDITIONS

- Travel will be required
- Ability to attend and conduct presentations in-person and virtually
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Lifting or moving up to 10lbs may be required

DURATION: current until March 31, 2023 (renewal dependent on continuation of funding)

SALARY: \$54 000 to \$60 000

APPLICATION DEADLINE: April 30, 2021

Applicants are asked to submit resume and cover letter electronically (gstonefish@aiai.on.ca) or to send two copies of their resume and cover letter by regular mail in a sealed package to the Association marked as follows:

**Attn: Director of Operations
Association of Iroquois and Allied Indians
387 Princess Ave.
London, ON
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