

JOB POSTING

Position: “ŚW,ØENENITEL Initiative Lead - Administrative Coordinator”
With ŚW,ØENENITEL “Doing Good Work Together” (Indigenous Foods Initiative)

About the Role:

The Administrative Coordinator is expected to work and liaise between Indigenous and colonial worldviews, methodologies, and processes to assist in carrying out the vision of the Initiative* specifically in relation to the financial and administrative processes of the Initiative. The Administrative Coordinator will be leading the Initiative through establishing sustainable structures, practices, and relationships for the project administration. This person would work independently while collaborating and working with the entire ŚW,ØENENITEL Initiative. We see this role as an opportunity to act as a facilitator of change for more than the granting process, more than the exchange of money - it is about taking responsibility to be in-relation and responsible to the territories we are on. The Initiative Leads will work together to uphold anti-colonial, anti-imperial, and anti-racist space for the Initiative to flourish.

Responsibilities:

- Be an independent leader in collective and collaborative efforts with the ŚW,ØENENITEL Leadership Team to carry out the mission, vision, and values of the Initiative;
- Provide logistical support for coordinating efforts of the ŚW,ØENENITEL Leadership Team (schedule meetings, facilitate planning and structure, etc.);
- In coordination with the host NGO/charity, manage all accounting and financial responsibilities of ŚW,ØENENITEL Initiative, including managing cheques, honoraria, and associated due diligence (ie. tracking the budget, organizing receipts, submitting relevant financial documents, etc.);
- Where needed monitor, maintain and/or update Initiative social media platforms and website;
- Manage email account and all related activities to organization;
- Keep documents up-to-date, manage Google Drives, and organize other online spaces (ex. shared calendars);
- Attend, when necessary, various community meetings to collect information and disseminate to the local peoples/communities, grant recipients, etc.;
- Support, and lead where required, in developing grant administration and accountability protocols for existing and future grantees;
- Support, and lead where required, the members of the Funders Committee, Administrative Committee, and Community Working Group (i.e. foundations, non-for-profits, etc.) to attend ŚW,ØENENITEL projects and initiatives;
- Support, and lead where required, in reaching out to community helpers (including community members, political leaders, etc.)

*We recognize the challenges that are associated with that expectation, such as experiences of systemic racism, discrimination, and colonialism, but it is the goal of working together as a team to set a new example for working doing work differently.

Applicable Qualifications, Skills and Experience:

- Experience with developing and/or coordinating administrative systems;
- Experience with financial management and/or accounting;
- Experience with managing online platforms;
- Experience working with non-for-profit is beneficial (specifically with grant writing);
- Ability to work in non-hierarchical structures and processes, and manage own workload;
- Ability to effectively work in a collaborative and dynamic team;
- Ability to maintain confidentiality with sensitive information;
- Skills and experience with “decolonization” (and/or Indigenous-centered worldviews);
- Understanding of systemically racist policies and procedures, in relation to financial reporting to/with Indigenous communities;
- Background in working with Indigenous peoples, nations or organizations is an asset;
- Background in Indigenous foods systems is an asset;
- Background in local cultural protocol is an asset;
- Knowledge/background in anti-oppressive work spaces is an asset.

Compensation and Term:

- This is a short contract position from January-April 2022 with the hope of renewal.
- It is the hope that a longer term relationship will be established.
- Exact workplan, tasks, timeline and priorities will be co-developed together with the ŚW,ŒENENITEL Leadership Team.
- Opportunities for professional development and training.
- Starting wage is \$25.00/hour.
- Flexible, Part-time hours ranging from 15-20 hours/week.
- For the right candidate, we could arrange working at a distance.

Application period ends Monday, January 3, 2022 at midnight.