**Indigenous Committee Support Coordinator**

**JOB DESCRIPTION**

|  |
| --- |
| The Indigenous Committee Support Coordinator works under the supervision of the committee Co-Chairs and supports the administrative needs of the committee and membership stakeholders. Within the role, the Indigenous Committee Support Coordinator ensures that the mission and priorities of the committee are supported throughout sub-committee action plans, general committee meetings and the administrative meetings of the Indigenous Community Advisory Board. The Indigenous Committee Support Coordinator maintains an active workplan related to the committee’s strategic goals (2020) and the Plan to End Aboriginal Homelessness (2012) supports the terms of reference through impeccable communication, maintaining well written documentation for the committee, and supports recruitment of members for the committee.  |
| **KEY RESPONSIBILITIES*** Maintain membership duties and support recruitment of key stakeholders to the committee
* Prepare timely and consistent and detailed monthly meetings agendas, and minutes
* Support the daily business of the Committee with supervision of Co-Chairs as delegated and address the action items of committee meetings
* Report activities to Co-Chairs in regular written communication and meetings
* Organize monthly calendar to provide to stakeholders on meetings and events
* Assist with the coordination of committee research projects and activities conducted by the sub-committees as delegated
* Establish post summaries of events and projects conducted by ASCHH
* Responsible for organization and preparation of ASCHH events and meetings in collaboration with the Co-Chairs
* Provide sub-committee coordination through appropriate note taking and submission of timely minutes and reports
* Execute communication with member stakeholders regarding upcoming events, committee updates, and relevant resources, information of upcoming community events related to Indigenous Housing and Homelessness.
* Establish and execute a strong social media communication calendar and plan in conjunction with Co-Chairs and in correlation with the ASCHH Communication Plan (2022)
* Responsible for maintaining and submitting timely reports to Co-Chairs for funding agreements
* Maintaining current and relevant information on homelessness, legislation, and community issues related to Aboriginal homeless populations for sharing with stakeholders

**EDUCATION AND EXPERIENCE*** Completion of diploma or undergraduate degree related to human services, Indigenous populations or governance or relevant work experience. Experience with working with the Indigenous urban community.
* Must have strong organizational skills, be able to meet deadlines, and have excellent communication skills (written and oral)
* Experience in multi-stakeholder coordination
* Knowledge and respect of the territory, the local treaty area, the Métis region, and a diverse urban Indigenous population inclusive of Inuit and non status peoples.
* Strong understanding of the issues related to Indigenous populations (experience in Indigenous housing and homelessness an asset, but not required).
* Traditional and cultural knowledge valued
* Indigenous language (asset)
* Ability to take direction and work effectively both independently and with community
* Capacity to network within the urban and Indigenous community and non-Indigenous stakeholders.
 |

Contact: Send Resume and Cover letter to Katelyn Lucas at executivedirector@elizabethfrycalgary.ca