



National Coordinator Job Posting *Indigenous Designated*

Issued May 22, 2019

The Metro Vancouver Aboriginal Executive Council (MVAEC), based in Vancouver BC, is hosting a national project that will serve 32 urban Indigenous coalitions across the country under the Urban Programming for Indigenous People. We are seeking a National Coordinator that will support this group of coalitions.

CORE COMPETENCY REQUIREMENTS:

Reporting to the Leadership Committee, the National Coordinator is responsible for:

- Having significant understanding of the complex needs of Indigenous people in urban areas.
- Preparing all types of reports as required and/or directed.
- Managing all logistics for large meetings at least twice a year plus smaller meetings.
- Maintaining excellent working relationships and extensive partnerships to inform this area of work.
- Ensuring each coalition is meaningfully engaged into related processes.
- Maintain a respectful and significant accountability function to all stakeholders.
- Identifying, securing and managing contractors such as minute takers, facilitators, researchers, etc. that will advance the work set out by the collective group.
- Operationalizing workplans through significant collaboration.
- Nurturing respectful relationships with funding agencies and other partners.

QUALIFICATIONS

- Minimum four (4) years in a similar role, ideally in an urban Indigenous non-profit sector.
- Excellent understanding of broad-based community social services and barriers.
- Ability to identify and represent needs of Indigenous people from local, regional and national levels.
- Demonstrated ability reporting to Committee structures and/or Board of Directors, and carrying out their strategic directions.
- Ability to develop and maintain effective partnerships and collaborations.
- Strong written & oral skills, including keeping accurate records; developing all types of reports.
- Grounded in Indigenous cultural ways; respect for a diverse Indigenous population; demonstrated ability to lead, develop and work as a team player and independently.
- Other key duties: strong research capacity; long-term strategic vision; integrated planning abilities; innovative; working with committee structures; effective community engagement practices.
- Must be proficient in MS Office Suite; have a Class 5 Drivers license; and ease of ability to travel.
- Ability to speak French is an asset.
- Due to nature of this work, ***only qualified Indigenous applicants will be screened in.***

3 year position full-time with benefits after probation. **Expected start date: July 15, 2019 negotiable.**

Ideally be based in Vancouver, but will consider another location. As last option, may consider a contract versus employment arrangement. Relocation support may be considered.

Please submit resume and cover letter by email: **Att. Kevin Barlow, ceo@mvaec.ca**

CLOSING: 4:00 pm Pacific time THURS. June 20, 2019