

Administrative Coordinator to the Board of Directors/Secretariat Lead

Position Title: Executive Liaison

Reports to: Secretariat Lead

Compensation & Classification: Salaried, Full time

Requires travel, some evenings, and weekends.

Salary Range: \$53,000 - \$60,000

Organization Description

The Survivors' Secretariat was established in 2021 to organize and support efforts to uncover, document and share the truth about what happened at the Mohawk Institute during its 140+ years of operation.

Job Description

As the Executive Liaison for the Survivors' Secretariat, you will executive level administrative and clerical support to the Secretariat Lead. Work includes scheduling of meetings, making travel arrangements, organizing the daily schedule for the Secretariat Lead, supervision of administrative team, providing oversight of expenses and expenditures associated with office employees and the Board.

The Executive Liaison provides leadership, support, guidance, and mentorship to staff and those providing services and resources to the Survivors' Secretariat. The Liaison is a critical and valued part of the Secretariat team, through participation in recruitment, retention, and workplace relations. Working with the Secretariat Lead, this position will bridge the work of the Board of Directors and ensure that the work of the Secretariat remains in line with and accountable to Survivors and the Board.

Responsibilities & Duties

- Work closely with Board/Secretariat Lead and Communications team to proactively respond to media enquiries.
- Lead/participate in the development of Board of Director meetings, including agenda, coordination of materials for Board members.
- Participate/assist in the writing or editing of funding and grant submissions.
- Project Planning and Assignment of work- incorporation of department work plans into reporting templates for Board of Directors and Funders.
- Provide a daily oversight of:
 - Delegation of working duties.
 - Coordinating with human resources and payroll to onboard new employees.
 - Scheduling, coordination and booking of travel.
 - Review and approval of travel and expense claims.

A Professional focus on creating healthy working relationships that includes:

- Cultivate relationships within Six Nations, across diverse communities, funders, and levels of government to advance the work and mandate of the Secretariat.
- Foster and build collaborative opportunities within Six Nations and beyond.

- Create opportunities for Survivors to be part of commemoration activities.
- Facilitate survivors' meetings involving impacted communities that foster advocacy relationship building, collaboration, and advance the work of Survivors and the work of the Secretariat.
- Strengthening relationships with stakeholders to identify a network of partners that will work together with the Secretariat to support the Survivors.
- Working with community partners, service providers and cultural supports to ensure a culture of relationships that work to respect and honour the distinct nature of identity that each community possesses.
- Participate in relationship building practices and processes to assess, improve, reclaim, revitalize, and recover nation to nation relationships.
- Ensure adherence to the principles of OCAP and the development of an Indigenous Data Sovereignty framework to ensure the protection and safety of all that is recovered during the Secretariat's work.
- Provide support when requested and needed to other Survivors' Secretariat projects by coordinating with and supporting colleagues.

Qualifications & Experience:

- Post-Secondary degree in a relevant field preferred, plus 3-5 years of direct senior administrative experience at the senior leadership level
OR
- An equivalent combination of education and/or experience that directly relates to the essential duties and responsibilities.
- Experience working in an Indigenous organization is an asset.
- Demonstrated experience in effectively working with people with complex needs and vulnerabilities.
- Demonstrates cultural knowledge including awareness, knowledge, and empathy.
- Demonstrated experience and or understanding trauma informed practice.
- Minimum of 3-5 years of experience working within an Indigenous organization or community.
- Advanced knowledge and awareness of Indigenous cultures.
- Extensive knowledge of the legacy of Indian Residential Schools.
- Ability to travel across Ontario and Canada (including remote communities).
- Ability to work some evenings and weekends to accommodate volunteer schedules and organizational needs.
- Ability to manage budgets.
- Ability to work independently/self-directed.

The ideal candidate will possess experience in managing people and work processes. Must possess strong to superior knowledge of trauma informed practices. The ideal candidate will also be of Indigenous Ancestry which is supported through a combination of references affirming connection to a community and the culture.

Communication:

- Advanced communication skills, written and verbal. Able to lead, facilitate and navigate challenging dialogues tied to the history and legacy of the Indian

residential schools.

- Cultural acuity – ability to communicate with people from diverse nations and communities.
- Relationship driven with well-developed interpersonal skills.
- Ability to construct clear and concise materials to be disseminated at various community presentations, information sessions, panels, and other speaking platforms.

Professionalism:

- Strong organizational skills.
- Demonstrated ability to manage competing priorities.
- Ability to work well independently and as a member of a highly integrated, diverse team.
- Demonstrated ability to solve problems and manage conflict.
- Ability to think and plan strategically.
- Due to the nature and sensitivity of the information retained within the Secretariat and the possibility of a Criminal Investigation, a Non-Disclosure Agreement is required.

General Skills:

- Knowledge of multiple computer processing applications.
- Ability to apply evidence-based practice.
- Adept use of social media tools.

Leadership and accountability 25%

Administrative Skills 30%

Financial Management 20%

Relationship Management 25%