

Vuntut Gwitchin Government

A. Identification:

Position Title: Caribou Coordinator

Department: Executive Office

Supervisor: Executive Director

Date: March 2018
Revised Sept 2018
Revised January 2019

Status: One Year Term Full-time

Level: 7

B. Job Summary:

Reporting to the Executive Director and working closely with the Natural Resources Standing Committee, the incumbent will coordinate political and technical working groups in a communications effort to bring about greater understanding of the Vuntut Gwitchin culture and way of life in an overall effort to ultimately protect and preserve the Arctic National Wildlife Refuge. This position will plan, coordinate, and ensure a variety of strategies, networks and functions in partnership with NGOs and public government toward the goals of educating the general public about the importance of the Porcupine Caribou Herd to the Vuntut Gwitchin cultural way of life. This position is also responsible for handling administrative functions for various working groups, departmental staff, and liaising with federal, territorial and NGO partners related to the Porcupine Caribou File both within Canada and the U.S.

C. Main Duties:

The incumbent will be a solution orientated planner, coordinator, and administrator who can develop strategic networks, working groups, and campaigns, as well as information flow and communications by:

- Coordinating appropriate content for target group(s) both internal and external such as:
 - Media, Working Groups, Governments, ENGOS's, and other organizations;
 - Internal press release coordination, briefing notes, conference calls, meetings, conferences, emails, network and communication integrity, etc.;
 - Influencing factual public discourse through media both anticipatory and reactionary in coordination with key organizations;
- Analyzing and ensuring effectiveness of strategies, communications, activities, and evaluating changing needs to reposition approaches in achieving collective goals by:
 - Development of a Porcupine Caribou Herd work plan to meet strategic goals;
 - Providing hands-on coordination in pursuit of strategic goals with other organizations;
 - Supervising and administrating working groups, networks, communications and meetings
 - Consulting with Governments and organizations, ensuring that they are informed, and prepared to apply resources to achieve goals within specific timelines;
- Participating in meetings and providing recommendations when necessary;

Performs administrative functions by:

- Fiscal responsibilities:
 - Writing and submitting proposals for third party funding;
 - Submitting reports and claims to the VGG Finance Department;
 - Determining budgets and monitoring expenses;
 - Purchasing supplies and materials;
 - Assisting with preparation of yearly departmental budget;
- Administration:
 - Writing, editing, proofreading and finalizing documents as necessary;
 - Creating and maintaining filing systems;
 - Scheduling and coordinating meetings and various events;
 - Arranging locations and logistics;
 - Liaising with community groups, media, territorial and federal governments, other First Nations and non-government organizations to set planning and events deadlines;
 - Coordinating information and communications, producing briefing notes and drafting media releases;
 - Keeping updated on current developments, information, and resources that will influence efforts;

D. Job Knowledge and Skills:

Education

- Diploma or Degree (BA/BSe) in one of the following:
Communications, political sciences, strategic planning or project management
3 – 5 years equivalency in related field (combination of skills and experience an asset);
- Knowledge of budgeting and book keeping;
- Knowledge of program and event planning;
- Knowledge of basic office functions;

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures, and of various ages;
- Ability to problem solve;
- Time management and organizational skills;
- Ability to assume responsibility and meet deadlines;
- Ability to work with minimal direction and supervision;
- Ability to manage a number of projects simultaneously;
- Ability to coordinate working groups, organizations, and initiatives across networks;
- Ability to prepare budgets, reconcile expenditures and understand financial reports;
- Ability to develop strategic goals and work plans;

Specific Skills:

- Ability to plan, manage projects, coordinate and implement multi-faceted strategies and timelines;
- Detailed orientated;
- Highly organized;
- Professionalism in communications and fostering group input;
- Planning physical and information technology logistics for meetings and conferences;
- Ability to create documents using MS Office (Word, Excel, PowerPoint, Outlook);
- Produce various professional documents for internal and external communications.

Interpersonal Skills:

- Team player with the ability to work independently;
- A big picture thinker who can manage a changing portfolio of events;
- Incumbent must be comfortable in a cross-cultural setting;

- Incumbent must be comfortable living in a remote setting with extreme temperatures and light;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, residents, Vuntut Gwitchin citizens, agencies, organizations, and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and implementing programs and activities.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting priorities and deadlines, and following directions from the supervisor. Efficient delivery of functions are important for the well being of the Vuntut Gwitchin First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Partners and Workers	Directing, supervising, coaching and information exchange.	Daily
Co-workers	Information exchange; planning	As needed
Funding agencies	Information exchange, reporting	As needed
Internal and external groups	Information exchange; planning	As needed
Vuntut Gwitchin Citizens & general public	Consulting; planning; information.	As needed

H. Positions Supervised: Professional workers and external partners in working groups

I. Working Conditions:

This position works normally indoors, but is expected to also work outdoors in varying temperature and light conditions.

Spiritual:

Ability to balancing traditional ways of life with modern practices;

Physical:

Approximately 80% of time using the computer;

Travel approx.: 4 trips per year long distance;

Remote living conditions in extreme temperature and light/dark conditions;

Mental:

Regular need to meet deadlines;

Multi-tasking projects;

Shifting priorities to respond to Vuntut Gwitchin Government and partner needs;

Potentially complex logistics and schedules require attention due to possible issues the reasons of which are beyond the control of incumbent;

Emotional:

Dealing regularly with community members, citizens, and co-workers who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in high level strategies in relation to current issues.

J: Conditions of Employment

Willingness to travel and work flexible schedule that involves evenings and weekends;
Mandatory confidentiality is required;
Ability to walk 20-30 minutes to work in extreme weather conditions;
Incumbent must be willing to follow established VGG policies and procedures.

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Natural Resources Director

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Human Resources Director

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: