

## JOB DESCRIPTION

Date: April 2018

Job Title: Coordinator, First Nations Engagement

Reports To: Senior Manager, Volunteer and Community Engagement

Competition Closing: June 7, 2018

If interested, please send resume to: [hr@4-hontario.ca](mailto:hr@4-hontario.ca)

### Position Summary

The Coordinator, First Nations Engagement develops and fosters relationships with First Nations Communities across the province. This position focuses on the functional areas of functional areas of public relations, First Nations Engagement and risk management.

This position reports to the Manager, Volunteer and Community Engagement, and works in collaboration with the Volunteer Support team and other roles on the 4-H Ontario staff team. This is a Part-time permanent position (22.5 hours @ 3 days/week) and may require the candidate to work from a home-based office. Due to the nature of the position, the employee will be expected to work some evenings and weekends, and travel throughout the province, as required by the organization. Using people skills and networking experience, the candidate will find a rewarding experience in partnering with First Nations Communities on programs directed to youth development. This position involves flexibility and some travel and may have the capacity to grow into a Full-Time Position.

### Responsibilities

25%	Decision Areas
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- Develop and implement new initiatives that align with the First Nations Engagement strategies
- Adheres to budgetary guidelines
- Implement effective and engaging Volunteer training and orientation opportunities that meets the needs of Volunteers (as required)
- Mentors, coaches and provides Volunteer engagement resources (as required)

30%	Consultation
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- Consultation with the First Nations community to develop awareness of the 4-H Ontario Programs
- Regular contact and consultation with First Nations external partners and community members
- Coordinating committees, relationships and projects to meet the strategic initiatives between 4-H Ontario and First Nations Communities
- Regular contact and consultation with Senior Manager, Volunteer & Community Engagement
- Works with Manager to problem solve issues that may arise pertaining to the overall health of First Nation engaged communities through a pro-active, positive and results-focused process
- Keeps Manager informed about any known factors (internally or externally) that will have a significant impact on the operations of 4-H Ontario
- Consultation with other 4-H Ontario staff (Management, Coordinators and Administrative staff) to be able to respond to inquiries with accurate answers in a timely fashion

30%	Communication
	<ul style="list-style-type: none"> <li>Regular communication and networking with external partners (First Nation Communities)</li> </ul>
5%	Administrative
	<ul style="list-style-type: none"> <li>Coordinates travel to First Nations Communities and Events, event/display supplies, etc.</li> </ul>
5%	File Management
	<ul style="list-style-type: none"> <li>Maintains a First Nations contact database</li> <li>Ensure any file storage both electronic and hard copy are operating at best practice levels</li> </ul>
5%	Other
	<ul style="list-style-type: none"> <li>Assist with 4-H activities, trainings and events</li> <li>Other related duties, as required</li> </ul>

### NATURE OF WORK

Reporting Requirements	<ul style="list-style-type: none"> <li>This role reports to the Senior Manager, Volunteer and Community Engagement, while collaborating regularly with other members of the Volunteer Support Team as needed</li> <li>Works with all staff positions within 4-H Ontario as required</li> <li>Provide verbal reports to Volunteer Support Team on a weekly basis</li> <li>Provide verbal and written reports to the Senior Manager, Volunteer and Community Engagement as needed</li> </ul>
People Contact	<ul style="list-style-type: none"> <li>Consultation with 4-H Volunteers throughout the orientation process and as they continue their tenure within the 4-H organization</li> <li>Consultation with a variety of individuals in First Nations Communities</li> <li>Perform frequent public speaking engagements</li> <li>Prepared to meet with First Nations contacts as needed</li> <li>Consultation with external stakeholders, committees, event partners &amp; staff</li> </ul>
Physical Demands	<ul style="list-style-type: none"> <li>Extended periods of sitting to accommodate meetings, producing documents</li> <li>Set up and arrangement of workshops, displays, material and promotional items</li> <li>Requires frequent travel and evening/weekend work (to meet deadlines and event and program and delivery) with the expectation that, wherever possible, flex time will be arranged</li> </ul>
Job Specifications	<ul style="list-style-type: none"> <li>College or University education in psychology, Community Engagement, or related fields</li> <li>Creativity, flexible, strong communication skills, high level of initiative, ability to multi task, detail oriented, organized and motivated</li> <li>Previous customer service, community engagement and Volunteer Management experience</li> <li>Commitment to 4-H Ontario values</li> <li>Good working knowledge of 4-H Ontario programs</li> <li>Experience working with Volunteers in community-based programs (i.e. Boards)</li> <li>Ability to work from and maintain a professional and secure home office location</li> <li>Committed to developing strong First Nations connections</li> </ul>