



### **Employment Opportunity**

The Office of the Newfoundland Regional Chief is accepting applications for the position of Women's Initiatives Coordinator. This opportunity is a term position with a completion date of March 31, 2025

**Job Title:** Women's Initiatives Coordinator

**Location:** This position may be located at the community of the successful candidate or can be located at the Office of the Regional Chief at Suite 302, 4 Herald Avenue, Corner Brook, Newfoundland.

**Rate of Pay:** The salary for this position will be established based on education and work experience. The salary range is \$65,000 - \$70,000 per year.

**Job Description:** The Women's Initiatives Coordinator will support First Nations locally and regionally with information-sharing, and the identification, coordination, and implementation of Women's leadership activities and related initiatives, as well as to act as a liaison with other Regions and the Assembly of First Nations (AFN) National Office.

**Responsibilities:**

- Organize, coordinate and facilitate local meetings, programs and dialogues including follow-up on communications and prepare documents at the regional level.
- Collect and coordinate local and regional data/information to transmit to the AFN national office.
- Assist local First Nations to understand opportunities and take action with respect to women's initiatives, as appropriate.
- Liaise and coordinate with leadership, elders, knowledge keepers, youth and women in the Region through formal and informal means.
- Liaise and coordinate with the AFN's national Office and in this way inform the National Caucus of Elected Women Leaders, the Director of Councils and Special Initiatives, the Women's Initiatives Policy Analyst, the Women's Initiatives Coordinator and any other networks that might be created as this work moves forward.
- Participate in regularly scheduled teleconferences.
- Interface with regional and federal officials as appropriate.
- Seek additional funding sources to support other Regional Women's initiatives.

- Prepare and submit progress reports as required.
- Assist with preparation of an annual workplan and associated budget.
- Work to develop a Regional Women's Sustainability Plan and Strategic Plan.
- Perform other duties as required based on the detailed job description.

### **Qualifications**

**Education:** A university degree or college diploma in administrative studies or a similar field of studies is preferred, however, not mandatory.

### **Experience:**

- Minimum of five years of experience related to women's initiatives or related experience. Must be able to work with minimum supervision.
- Excellent computer skills, including Microsoft Office, Word and Excel.
- Excellent oral and written communication skills.
- Must demonstrate a knowledge of, and respect for, Indigenous Peoples, communities, cultures, languages and traditions.
- English is the working language, however, the ability to work in Mi'kmaq and French would be an asset.

**Apply:** Please apply by email to [bmitchell@afn.ca](mailto:bmitchell@afn.ca) with covering letter, resume and three business references. Submissions are to be addressed to:

Brendan Mitchell,  
Office of the Regional Chief  
Suite 302, 4 Herald Avenue,  
Corner Brook, Newfoundland  
A2H 4B4

**Deadline date to apply:** February 28, 2024, at 4:00 pm.

**Please note:** Diplomas/Certificates for post-secondary education and training, a Criminal Code of Conduct and a Vulnerable Sector Query are required.