



Job Posting

Position - Lake Winnipeg Indigenous Collective Coordinator

In partnership with the Lake Winnipeg Indigenous Collective, the Lake Winnipeg Foundation is seeking a relationship-driven project manager to support the dynamic growth of a First Nations collective dedicated to protecting the health of our sacred waters and restoring traditional livelihoods. Based out of Winnipeg, the position includes travel to various Lake Winnipeg Indigenous communities. This seven-month (30 weeks) contract position will pay \$16,500, with the expectation of a commitment of approximately 30 hours per week. This position will begin the first week of September 2016 and end on March 31, 2017.

About the Lake Winnipeg Indigenous Collective

The Lake Winnipeg Indigenous Collective (LWIC) is a collective of Manitoba First Nations who are working collaboratively to seek healthy and equitable solutions for our waters and our people from the diverse communities who have a relationship with Manitoba's sacred great lake. The collective was established in fall 2014 and has been working to strengthen relationships, internal governance structures and initiate collaborative projects.

About the Lake Winnipeg Foundation

The Lake Winnipeg Foundation (LWF) is an environmental non-governmental organization, working to identify and support solutions that restore and protect the health of Lake Winnipeg and its watershed. Leveraging the expertise of our Science Advisory Council and the passion of our grassroots membership, we are nationally recognized for linking citizens and science to catalyze action. We work collaboratively to foster innovative research, influence public policy and support community stewardship.

Contract Position Posting

Position: Lake Winnipeg Indigenous Collective Coordinator

Location: Lake Winnipeg Foundation office, Winnipeg, MB

Responsible to: LWF Programs Director

This seven-month (30 weeks) contract position will pay \$16,500, with the expectation of a commitment of approximately 30 hours per week. This position will begin the first week of September 2016 and end on March 31, 2017.

FUNCTION:

- Provide administrative and facilitative support to advance the development of the Lake Winnipeg Indigenous Collective (LWIC), including the planning and coordination of LWIC gatherings, meetings and projects.
- Identify and secure diverse funding sources to support the long-term sustainability of LWIC.

DELIVERABLES

1. Coordination of LWIC gatherings and related outcomes

- Attend the September 2016 gathering** in Mispawistik Cree Nation to build relationships and gain context for LWIC.
- Assist in planning, preparation, correspondence and execution of **one additional full LWIC gathering**. This includes organizing accommodations, travel and supplies, and managing budgets.
- Work with LWIC members to **finalize the LWIC Accord**.
- Assist in planning, preparation and correspondence of **one face-to-face steering committee meeting** and **conference call meetings** as needed.
- Work with the steering committee to **create and implement an approved governance structure**.
- Foster and strengthen ongoing relationships** with existing and new Indigenous communities who are members of LWIC.

2. Building LWIC's long-term sustainability

- Research and apply to a **minimum of five grants** for financial support of LWIC's work.
- Secure \$30,000 in grant support for the 2017 – 2018 year**.
- Prepare narrative and financial reports** for new and existing funding agencies and foundations.
- Assist in the planning, preparation and delivery of LWIC's meetings with partners and potential funders.

3. Supporting LWIC projects

- a. Facilitate successful **completion of the LWIC video project.**
- b. Create a **report on Indigenous land and water rights** that will inform future projects in this area. This work will include interviews with experts, online and print research, and gaining knowledge from LWIC elders and participants.
- c. In partnership with LWIC partners, **initiate a traditional ecological knowledge research project on Lake Winnipeg** (this is a project that will extend past this contract).

EXPERIENCE AND/OR EDUCATION:

- Experience with event coordination is essential
- Demonstrated experience working with First Nation communities and building positive relationships is essential
- Demonstrated project management experience in a non-profit context is an asset
- Experience with writing grants and an understanding of funder relationship management is an asset
- Experience working in conservation, ecology, watershed management and/or natural resources is an asset

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong interpersonal skills and ability to relate effectively in diverse settings
- Strong understanding of Indigenous governance
- Strong time-management skills, ability to prioritize, manage multiple tasks and meet deadlines in a fast-paced environment
- Friendly, approachable and helpful problem-solver
- Strong verbal communication skills and genuine interest in relationship-building
- Collaborative and diplomatic
- Proven attention to details
- Process-oriented and highly organized
- Ability to identify necessary tasks and work independently
- Interest in conservation and ecology is an asset

Please submit a cover letter and resume to LWF's Programs Director (programs@lakewinnipegfoundation.org) by **4:00 pm on Monday, August 22.**

We thank you for your interest. Only those selected for an interview will be contacted.

