



ALGONQUINS OF ONTARIO CONSULTATION OFFICE

MEETING COORDINATOR AND RECORDING SECRETARY

Qualified candidates are invited to submit their applications
no later than 4 p.m. on Wednesday, July 18, 2018 to:

Executive Director
Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6
Email: algonquins@tanakiwin.com or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for
an interview will be contacted.

General Background

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency—
a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin
Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten
Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a
unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO,
Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This
Agreement sets out a one-window approach for Canada and Ontario to consult with the
Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty
negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one
window. The Teachings of the Seven Grandfathers below are the guiding principles of the
Algonquins of Ontario Consultation Office.

TEACHINGS OF THE SEVEN GRANDFATHERS

Gwayakwaadiziwin: Honesty: Honesty in facing a situation is to be brave.

Dabaadendiziwin: Humility: Humility is to know yourself as a sacred part of Creation.

Minaadendamowin: Respect: To honour all Creation is to have Respect.

Aakode'ewin: Bravery: Bravery is to face the foe with integrity.

Nibwaakaawin: Wisdom: To cherish knowledge is to know Wisdom.

Zaagi'idiwin: Love: To know Love is to know peace.

Debwewin: Truth: Truth is to know all of these things.

Overall Responsibilities

This position is responsible for the administrative and procedural tasks related to the entire cycle of the assigned meeting portfolio. Such duties include logistical planning, liaising with internal and external participants, development of Agendas and compilation of supporting materials, distribution of materials, production of Meeting Reports and Task Lists, and follow up on outstanding actions following meetings, among others. Further, this position provides corporate administrative assistance to the Executive Director and to the Consultation Office Meeting Leads.

Specific Duties and Responsibilities

1. Provide administrative and strategic support with respect to assigned meeting portfolio, including the following tasks:
 - Establish and coordinate administrative processes and procedures to facilitate smooth work flow processes and ensure the seamless execution of meeting cycle.
 - Liaise with AOO Consultation Office department and/or project leads and staff for information sharing purposes and for the coordination of administrative tasks.
 - Organize and maintain digital records, including relevant Working Group, Special Project and/or Negotiation Sub-table membership list(s).
 - Coordinate incoming and outgoing correspondence, submissions, and reports for the ANRs, Executive Director, Technical Advisory Group, AOO Consultation Office staff and meeting participants.
 - Collaborate with the Communications and Policy Strategist to ensure cohesiveness in all outgoing correspondence and documentation.
 - Forecast budgets and track expenses pertaining to meeting activities and relevant cost-centers.
 - Offer technical support to the ANRs, Executive Director, Technical Advisory Group, AOO Consultation Office staff and meeting participants.

2. Coordinate the logistical aspects of assigned meeting portfolio, including Working Group, Special Project and Negotiation Sub-table meetings, workshops and special events, including the following tasks:
 - Coordinate the scheduling of meetings and confirm internal and external participation.
 - In coordination with the Executive Director and/or meeting leads, produce, organize and distribute Agendas and supporting materials in advance of meetings.
 - Record attendance at meetings.
 - Take effective meeting notes to produce timely and accurate Meeting Reports and Task Lists.
 - Follow up on any Tasks arising from meeting with relevant individual and/or parties to ensure timely completion.
 - Ensure accurate and up-to-date maintenance of all records and files of meeting Agendas and supporting materials.
 - Coordinate services to support meeting participants, such as securing reservations and making travel arrangements as necessary.
 - Plan and order catering services for meals and refreshments.
 - Prepare the meeting space as required, such as, signage, displays, special needs requirements, audio-visual equipment, materials and supplies.
 - Coordinate the planning and delivery of special events and public functions.

- Liaise with internal and external meeting participants using multiple means, such as email, telephone, and in-person contact.
- Manage bookings for offsite meeting venues, technical requirements and catering services when meetings, seminars, workshops and events are held throughout unceded Algonquin Traditional Territory and from time to time in other regions.

3. Additional duties as assigned.

Education and Experience

- Bachelor's degree in public administration, political science, business or a related discipline with two years' related experience; or, a diploma in office administration with 4 years' related experience.
- Demonstrated experience working with Indigenous organizations.
- Relevant experience in related fields of natural sciences such as biology, wildlife and aquatic conservation, forest and natural resource management, geology, parks management, and archeology will be considered an asset.

Skills Required

- Strong ability to demonstrate a positive and professional image of the organization when interacting with Algonquin Negotiation Representatives, Consultation Office staff, AOO community members, government representatives, guests, and the public.
- Strong ability to exercise effective judgement, political sensitivity, creativity, and enthusiasm to achieve high-level, effective interactions.
- Strong ability to manage meetings; such as, develop agendas and supporting documentation, schedule presenters, take notes, track motions action items, and report on meeting outcomes.
- Strong ability to respond effectively to and manage emerging priorities and firm deadlines within a multi-disciplined, fast-paced, and changing environment.
- Strong interpersonal and communication skills demonstrated through the ability to facilitate, network, negotiate, analyze, and inspire confidence.
- Strong listening, speaking, and writing abilities.
- Ability to work independently and in a team environment.
- Demonstrated proficiency with the Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- Must be fluent speaking and writing in English.
- Must perform all functions in such a manner that ensures complete confidentiality of the AOO privacy entitlements.
- Must be able to travel to attend meetings, conferences, and events.
- Must hold a valid Driver's License.