

The Algonquins of Ontario (AOO) are seeking a Meeting Coordinator to facilitate the administrative and procedural tasks related to the entire cycle of the assigned meeting portfolios of the AOO.

<b>Position Title:</b>	<b>Meeting Coordinator</b>
<b>Reports to:</b>	<b>Executive Director or Designate</b>
<b>Location:</b>	<b>Pembroke, Ontario, Canada</b>
<b>Salary:</b>	<b>\$42,340– \$52,167 per annum</b>
<b>Benefits:</b>	<b>Competitive benefits package including Group Medical Plan and generous vacation and working hours.</b>
<b>Position Type:</b>	<b>Full-Time</b>

### Opportunity Summary

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

Working with the Algonquins of Ontario (AOO) provides an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing towards the process of rebuilding and revitalization of the Algonquin Nation.

The Meeting Coordinator will be responsible for logistical planning of meetings including physical room and IT set-up; meals; and any travel and accommodation required. Further, this position provides corporate administrative assistance to the Executive Director and works closely with Project Leads to ensure timeliness and follow-up.

This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

### Position Responsibilities:

The following summarizes the responsibilities of the position:

- Establish and coordinate administrative processes and procedures to facilitate smooth workflow processes and ensure the seamless execution of Meeting cycles including the following tasks:
  - Working with the Executive Director to advise AOO Project Leads and Project Proponents of agenda deadlines, meeting timelines and procedures to be followed.

- Coordinate with the Executive Director and Project Leads to prepare, compile, and distribute meeting agendas and supporting materials in advance of meetings.
- Assist the Executive Director and Project Leads in the preparation of recommendations and motions.
- Take effective meeting notes to produce timely and accurate Meeting Reports and Task Lists, including but not limited to, attendance, record of decisions and recording of votes.
- Prepare and distribute Meeting Reports and Task Lists to ensure that the Algonquin Negotiation Representatives (ANRs), Executive Director, Project Leads and relevant Proponents are advised of approved resolutions, recommendations, and directions.
- Follow up on any Tasks arising from meetings with relevant individuals and/or parties to ensure timely completion.
- Assist in the maintenance of AOO files, including ensuring accurate and up-to-date maintenance of all records and files of Meeting Agendas and supporting materials.
- Liaise with Project Leads to share information and to coordinate administrative tasks.
- Organize and maintain digital records, including relevant Working Groups, Special Projects and/or Tripartite 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 related to Meeting Agendas.
- Offer technical support of the electronic meeting platform to the ANRs, Executive Director, Technical Advisory Group, AOO Consultation Office staff and meeting participants.
- Coordinate the logistical aspects of assigned Meeting portfolios, including Working Groups, Algonquin Negotiation Representative (ANR), Tripartite Main Table, Sub-Tables and Task Teams Meetings, Special Projects, Talking Circles, workshops, and special events, including the following tasks:
  - Coordinate the scheduling of meetings and confirm internal and external participation.
  - Record attendance at meetings and quorum.
  - Take effective meeting notes to produce timely and accurate Meeting Reports and Task Lists.
  - Coordinate services to support meeting participants, such as securing reservations and making travel arrangements, as necessary.
  - Coordinate 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.
  - Set up and operate necessary Information Technology equipment during meetings;
  - 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.
  - Ensure the management of 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.

**Your Qualifications:**

- Bachelor's Degree or recognized Post-secondary Diploma (2-3 years) in Business Administration, Office Administration, Operations Management or equivalent.
- 3 to 5 years experience in a similar position.

## **Your Skills:**

- Previous experience in project management, including the ability to manage multiple projects successfully to meet desired outcomes.
- Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the Algonquin Negotiation Representatives (ANRs) and external parties.
- Communication Skills: This position requires consultation with and/or coordination with others, coordination of activities and providing updates/information to Government Agency contacts and other industry contacts is required.
- Problem Solving: Problems or situations are often different and require interpretation and judgment to identify the most appropriate solution from several options using prior knowledge and experience.
- Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the Algonquin Negotiation Representatives (ANRs) and other Indigenous clients, customers, and stakeholders.
- Detail-oriented with excellent planning, organizing, prioritizing, problem-solving and time management skills.
- Strong oral and written communication skills with ability to foster unity, trust and establish cooperative working relationships with clients, colleagues, senior staff, the general public and other governmental agencies.
- Ability to demonstrate a professional image of the organization when interacting internally and externally.
- Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
- Ability to work independently with good diplomatic skills.
- Strong computer skills including database software and Microsoft Office Suite, iCompass
- Must be able to lift up to 20kg (44 lbs.).
- Must hold a valid G Class Driver's License and ability to travel.

## **More about the AOO:**

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi<sup>1</sup> and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial

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<sup>1</sup> *The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as "Kichisipi", "Kichissippi", "Kitchissippi" and "Kichissippi"*

Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

**The Teachings of the Seven Grandfathers**

- ***Kwayakoziwin: Honesty:*** Honesty in facing a situation is to be brave.
- ***Tabasenindizowin: Humility:*** Humility is to know yourself as a sacred part of Creation.
- ***Manàdjìyàn: Respect:*** To honour all Creation is to have respect.
- ***Sòngideyewin: Bravery:*** Bravery is to face the foe with integrity.
- ***Nibwàkàwin: Wisdom:*** To cherish knowledge is to know wisdom.
- ***Sàgìhidiwin: Love:*** To know Love is to know peace.
- ***Tebwewin: Truth:*** Truth is to know all of these things.

Qualified candidates are invited to submit their resume and a letter of introduction by close of business on October 15<sup>th</sup>, 2020 to [recruitment@tanakiwin.com](mailto:recruitment@tanakiwin.com).

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities we ask that you please identify which community you are connected to in your cover letter.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

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