

JOB POSTING: Project Coordinator – Membership Engagement

JOB TITLE	Project Coordinator: Membership Engagement
JOB LOCATION	Virtual
REPORTS TO	Executive Director
SUPERVISES	none
TERM	February 1-March 26, 2021 (8 weeks)
CONTRIBUTION AGREEMENT FUNDED	Yes
COMPENSATION – if based in Canada, will be on salary; if in Alaska, done via contract	\$15,000 CAD either in contract or prorated to salary over 8 weeks; payroll taxes withheld and submitted by employer Benefits not included Payment is via direct deposit
REQUIREMENTS	Must provide own computer/laptop and internet

POSITION SUMMARY

Gwich'in Council International (GCI) exists to amplify the voice of the Gwich'in Nation at the international level, and we recognize that our strength comes from the hearts and people of Gwich'in communities. With upcoming opportunities, the increasing range and diversity of Arctic Council projects, and multiple governments, entities, and organizations serving the Gwich'in, we need to better understand the different parties, channels for communicating with membership, and how the membership would like to engage with GCI.

The **Membership Engagement Project Coordinator** will build the network of Gwich'in members and entities, update & develop communications materials, map out the channels and processes for communication, and explore what priorities and opportunities emerge. They will also make recommendations and examine best practices for ongoing engagement.

POSITION OBJECTIVES

- Increase understanding and awareness across Gwich'in membership of Gwich'in Council International
- Provide opportunities for learning and development while contributing to organizational priorities and building capacity within individuals and organization
- Create talent and recruitment networks
- Result in meaningful work and deliverables

ACTIVITIES & DELIVERABLES

- Build the database of Gwich'in members and entities, requiring outreach, research, interviews, and surveys
- Assess, update, and develop communications and engagement materials. Ideally, one or more short videos would be created and key orientation materials compiled.
- Explore, map, and assess communications channels by audience, theme areas, and impact
- Draft an engagement strategy, to include the financial and human resources required on an annual basis

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DESIRED SKILLS AND CAPABILITIES

- You are a **relationship builder** who can talk to, and listen to, anyone and everyone.
- You are a **lifelong learner**, able to take initiative and ask questions, and you are innovative, creative, and open to new approaches to problem solving.
- You are a **good communicator** and able to describe ideas, information, and learnings through words, visuals, and multimedia formats.
- You are **committed to Gwich'in values** of respect, honor, love, kindness, laughter, strength, teaching, stories, dance/song, spirituality, sharing and caring, and honesty and fairness, as well as to the values of Gwich'in Council International:
 - Strength of working collaboratively as a Gwich'in Nation across boundaries, as well as with other Indigenous peoples throughout the Circumpolar Arctic;
 - Value of working through international fora like the Arctic Council to address factors occurring beyond our territory that impact us; and
 - Importance of Indigenous voices in governance at the local, national, and international level, as an articulation of our rights.
- You **take pride in your work** and bring your best self to what you commit to. You work well independently as well as in a team, and lift others up.
- You are **detail oriented** and can keep track of many things at once, build systems for tracking data, and do research down rabbit holes, while figuring out how to keep things organized.
- You are excited to **think through different possibilities** and scenarios and all of the implications, but you can also evaluate the best one and plan accordingly.
- You are **aware and concerned** about issues facing the Gwich'in Nation, and you want to contribute your skills and talents to advancing the Nation.

ADDITIONAL REQUIREMENTS

If you are the successful applicant, you will be required to:

- Submit weekly timesheets, learning logs and reflections (template provided)
- Participate in a virtual orientation the week of February 1st 2021
- Participate in, and actively contribute to, biweekly check-ins with other project coordinators on Feb 12, Feb 26, March 12, and March 26 (4 total).
- Complete and submit all deliverables by March 29, 2021
- Represent GCI as professional organization when conducting conversations, research, and outreach.
- Complete a job reflection evaluating your work experience and providing recommendations for future

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ABOUT GWICH'IN COUNCIL INTERNATIONAL

Gwich'in Council International (GCI) represents 9,000 Gwich'in in the Northwest Territories (NWT), Yukon, and Alaska as a Permanent Participant in the Arctic Council; the only international organization where Indigenous peoples have a seat at the decision-making table alongside national governments. GCI supports Gwich'in by amplifying our voice on sustainable development and the environment at the international level to support resilient and healthy communities.

GCI is governed by a volunteer Board of Directors and has one full-time staff member based in Yellowknife, Canada. The work of GCI is in service to Gwich'in communities, and we are comprised of three membership organizations: the Council of Athabaskan Tribal Governments; Vuntut Gwitchin First Nation; and Gwich'in Tribal Council.

ABOUT THE ARCTIC COUNCIL

The Arctic Council is a high-level intergovernmental forum that addresses issues faced by the Arctic governments and the Indigenous people of the Arctic. Operating by consensus, it is comprised of eight member Arctic states, six Indigenous Permanent Participant organizations, six working groups, and a number of Observers. More about the Arctic Council can be found here: <https://arctic-council.org/en/about/>

HOW TO APPLY

Please apply by sending your CV and job application form to gci.executivedirector@gmail.com by **midnight January 19th, 2021**. Identify which position(s) you are applying for in the subject of the email. Interviews via Go To Meeting will be held January 20-22. We thank all applicants, however will only be contacting those who are successful for interviews.

The job application form is available on our website: <https://gwichincouncil.com/job-postings>

PREFERENCE

Gwich'in Council International encourages you to indicate if you belong to one of the designated groups, when you apply for this position:

- Gwich'in beneficiaries;
- Indigenous applicants; and/or
- Residents of Yukon, Northwest Territories, or Alaska.

Developed / Revised by:	Devlin Fernandes, January 5, 2021
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