

## JOB POSTING: Project Coordinator – Youth Ambassadors Program

<b>JOB TITLE</b>	Project Coordinator: Youth Ambassador Program
<b>JOB LOCATION</b>	Virtual
<b>REPORTS TO</b>	Executive Director
<b>SUPERVISES</b>	none
<b>TERM</b>	February 1-March 26, 2021 (8 weeks)
<b>CONTRIBUTION AGREEMENT FUNDED</b>	Yes
<b>COMPENSATION – if based in Canada, will be on salary; if in Alaska, done via contract</b>	\$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
<b>REQUIREMENTS</b>	Must provide own computer/laptop and internet

### **POSITION SUMMARY**

Gwich'in Council International (GCI), the Arctic Council, and partners have identified the importance of better including and engaging youth in our work for multiple reasons: they are the current and future leaders; their voices are important and necessary; they bring a unique perspective; they are a talent pipeline for recruitment; and they are best situated to inform actions impacting them and their futures. There are an increasing number of initiatives seeking to understand and include youth, with different and sometimes unclear expectations.

GCI has determined that a **Youth Ambassador Program** should be created, in which youth will be recruited, mentored, and enabled to participate in supported and challenging ways. This position will develop the foundation for the Gwich'in Council International (GCI) Youth Ambassadors Program which will begin in the summer/fall of 2021.

### **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**

- Research and evaluate other youth development programs for best practices, with particular focus on programs targeting Indigenous and/or Arctic youth
- Compile opportunities for youth participation in Arctic Council activities, and the parameters of those opportunities
- Attend the Indigenous Peoples Secretariat youth caucus to understand the requirements, role(s), and objectives of Permanent Participant youth
- Interview relevant parties for guidance and feedback
- Prepare program guidelines, objectives, Code of Conduct (draft), recruitment strategy and materials, and tools for application process

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- Create briefing notes and presentations for each of GCI's membership organizations, and the GCI Board, about the program and recruitment
- Explore funding mechanisms
- Develop program resources, including for orientation, participation, and personal development & growth

### **DESIRED SKILLS AND CAPABILITIES**

- 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 **entrepreneurial-minded**, and have interest and/or experience in developing something from a concept and seeing it through to implementation/delivery, even if all of the guideposts aren't in place.
- 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 1<sup>st</sup> 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](mailto:gci.executivedirector@gmail.com) by **midnight January 19<sup>th</sup>, 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.

<b>Developed / Revised by:</b>	Devlin Fernandes, January 5, 2021
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