



University Students' Council – Position Description

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| Position Title: | Indigenous Relations Coordinator |
| Supervisor: | Student Programs Officer |
| Remuneration: | Honoraria \$1000 (\$500 per semester) |
| Hours of Work: | 7-10 hours per week average, 10-15 hours during peak time |
| Term: | June 1 st – April 30 th |

OVERVIEW:

The Indigenous Relations Coordinator role is expected to address relevant Indigenous issues, as well as create and promote Indigenous programming on campus. This role will work with campus stakeholders such as clubs and Indigenous Services to plan Western's Pow Wow, create programming for Indigenous Awareness Week, and plan relevant awareness campaigns. This role is expected to use both research and lived experience to aid in the centralization of Indigenous perspectives into USC programming.

DUTIES AND RESPONSIBILITIES:

- Design programming and organize events that cultivate student engagement in cultural customs and traditions.
- Organize and execute at least one event per semester.
- Organize and plan events for Indigenous Awareness Week.
- Aid in the organization of Western's annual Pow Wow.
- Work with the Executive and the Associate, Peer Programs to identify issues and analyze data on Indigenous culture on campus.
- Work with the Associate, Peer Programs to build and maintain relationships with relevant departments of the University including: Housing and Ancillary Services, Western International, Indigenous Students' Association, Equity and Human Rights Services, the Indigenous Services Office and other appropriate organizations within the University community as well as the equivalent departments at the University's Affiliated Colleges.
- Select and oversee an Executive Committee of volunteers.
- Adhere to USC bylaws, policies and procedures; Oversee the Indigenous Relations Coordinator programming budget.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports

Procedure.

- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Indigenous Relations Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Indigenous Relations Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Indigenous Relations Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Executive Committee, the Indigenous Relations Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Lived Experience:** Critical to the position of Indigenous Relations Coordinator is an understanding, respect, and knowledge of Indigenous events, history, ceremonies, and issues.
- Applicants must have a thorough understanding of Aboriginal postsecondary student educational needs, policies, issues and implications in Canada.
- Strong research and written communication skills is an asset.
- Demonstrated knowledge of the United Nations Declaration on the Rights of Indigenous Peoples, and the Truth and Reconciliation Commission Calls to Action is an asset.

TRAINING:

- Indigenous Relations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- Indigenous Relations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.