



Western Mining Action Network (WMAN)

Supporting Communities Affected by Mining Across North America

JOB POSTING

APPLY BY SEPTEMBER 29, 2017

wmancoordinator@outlook.com

JOB TITLE: Indigenous Caucus Coordinator

TIME OF WORK: Part Time (10-12 hours/week, more when coordinating an event)

GENERAL RESPONSIBILITIES: WMAN is a network of Indigenous, conservation, and public interest groups that works to limit the adverse environmental, economic, and social impacts of the mining industry in North America. The Network Indigenous Coordinator is responsible for facilitating Network communications, especially among WMAN's Indigenous Caucus participants and between the Indigenous Caucus and Network as a whole; fundraising for the Indigenous Coordinator Position and Indigenous Caucus; promoting, utilizing and acquiring tools and resources for WMAN's Indigenous participants; and assisting the WMAN Coordinator in Network functions and operations.

QUALIFICATIONS: The ideal candidate will be dedicated to social and environmental justice, highly motivated, independent, hardworking, organized, and flexible, and will possess excellent communication (verbal, written, and web) and interpersonal skills. Experience with non-profits, especially in fundraising activities; knowledge of U.S. and Canadian mining issues; and working with Indigenous communities, organizations and movements are strongly preferred.

All qualified applicants are encouraged to apply as this position is advertised under equal opportunity and affirmative action.

EMPLOYMENT TERMS: This is a part-time, independent contractor position. The starting salary is \$30/hour. Long distance phone, travel, postage, copying, and other approved incidental expenses will be covered. There will be a 90-day probationary period. At the completion of the 90 days and a successful review, the contract will be renewed for an additional 9 months.

REPORTS TO: WMAN Coordinator, Steering Committee Co-Chairs, Executive Committee, Steering Committee.

LOCATION: The Indigenous Caucus Coordinator is expected to find their own workspace (including computer, phone, etc.), the location of which may be determined by the

Coordinator providing there is adequate access to transportation and communications infrastructure.

SPECIFIC TASKS WILL INCLUDE:

Network Building & Communications

- Build positive communications, understanding, and mutual respect between and among the Network and Indigenous Caucus members.
- Facilitate communications between the Steering Committee and Indigenous Caucus.
- Assist Indigenous Caucus members in identifying shared goals and creating a vision, and with communications and support, such as:
 - Set up conference calls, prepare agendas, provide notice
 - Take minutes and then post to IC members and to WMAN Steering Committee
 - Set up annual IC members face-to-face meetings (budget allowing)
 - Follow up on action items with reminders
- Assist WMAN's Coordinator in facilitating the WMAN Steering Committee with communications and support (setting up conference calls, creating agendas, compiling notes, sending out reminders, coordinating the in-person Steering Committee Meetings, etc.)

Fundraising

- It will be a priority to raise sufficient funding to support the Indigenous Coordinator Position so that it is sustainable beyond the first year, and to fund additional tools and resources for Indigenous Caucus members:
 - Identify funders interested in supporting an Indigenous Caucus Coordinator to strengthen a North American network of Indigenous peoples and organizations affected by mining; also to support WMAN's mission and programs, including the Mini-Grant Program and Biennial Conferences.
 - Send letters of inquiry and follow-up with grant proposal submissions, in consultation with Indigenous Caucus members, and with supervision and mentorship of the WMAN Coordinator.
 - Work with WMAN's Coordinator in budget creation specific to the Indigenous Caucus.
 - Prepare and submit grant reports with supervision of WMAN Coordinator.
 - Identify other sources of revenue such as donors, online auctions, crowd source funding, etc.

Promoting and Building on Existing WMAN Resources

- Working with the Steering Committee and Indigenous Caucus, plan and implement regular training and information sessions using online and virtual meeting technology specific to Indigenous Caucus needs.
- Promote WMAN's training and information seminars (Webinars) to increase Indigenous participation.
- Assist the WMAN Coordinator in maintaining, vetting, and building the WMAN list-serves specific to Indigenous participants.

- Assist the WMAN Coordinator in updating the WMAN website and on-line database specific to Indigenous participants and needs, and in promoting the work of WMAN participant groups through social media.
- Advertise/promote WMAN tools and resources to Indigenous groups, tribes, and First Nations that may not be familiar with WMAN, including the list-serve, trainings, website, Mini-Grant Program, caucuses, and biennial conference.

Mini-Grant Program

- Assist WMAN Coordinator in implementing the WMAN-WORC-IEN Mining Mini-Grant Program:
 - identify new funders,
 - promote the mini-grant program among Indigenous groups,
 - provide information and assistance to Indigenous groups on successful grant submission,
 - facilitate communication among WMAN/IEN/WORC,
 - review proposals,
 - assist WMAN's Coordinator in setting up Review Committee calls,
 - assist in communication with grantees,
 - review grantee reports and provide feedback to Review Committee,
 - help identify alternative Indigenous funders for culturally-based proposals.

Biennial Conference (next one Fall 2018)

- Assist WMAN Coordinator in all aspects of biennial meeting planning and execution, especially pertaining to Indigenous Caucus participation (fundraising, promotion, budgeting, scholarship assessment and billing, travel logistics, agenda creation, speaker and panel recruitment, mine tour logistics, budget-tracking, and post-conference communications and accounting)

For information:

Mary Costello, WMAN Coordinator, wmancoordinator@outlook.com
