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Inquiry Coordinator

Innu Nation is hiring an Inquiry Coordinator who will assist MIFN, SIFN, IRT, and Innu Nation throughout the planned inquiry on the experience of Innu in the child protection system. This position is a temporary full time position for a one year period with a possibility of a renewal for a second year depending on funding. The location of the position will be in Sheshatshiu and the salary will be determined on a later date.

Duties & Responsibilities

- Maintain and monitor schedules, work hours, budgets and expenditures.
- Prepare necessary supporting materials and documents for meetings and hearings
- Contact potential witnesses to collect information, prepare for giving testimony or to obtain additional information
- Liaison between inquiry staff and Innu communities to assist with community awareness about inquiry, logistics in arranging hearings and other inquiry processes
- Organize and attend meetings and hearings, and participate when requested
- Save and store all inquiry records and materials in a way that Innu governments can access them in the future
- Coordinate and schedule meetings, hearings, flights, and logistics
- Establish communications with the Innu legal team, inquiry team and among the Innu parties (MIFN, SIFN, IRT, and Innu Nation)
- Assist Innu parties in developing joint positions and submissions where possible
- Assist community members to understand the inquiry process, be prepared for hearings and be informed on the process throughout
- Document and follow up on implementation and decisions from meetings and hearings.
- Review information gathered and report findings and recommendations.
- Arrange counseling and translation services when required
- Submit status reports to leadership and any required reports to Indigenous Services Canada
- Providing administrative support as needed.

Requirements

- Work experience within Innu communities and/or Innu organizations, preferably at a senior level
- Strong written and verbal communications in Innu and English
- Familiar with legal procedures
- Proven coordination and organizational skills
- Able to work independently and must be very reliable

Deadline for this position is at 4:30 p.m. on June 7, 2019. To submit your cover letter and resume, send it to: Virginia Pater, Human Resources Manager, Innu Nation, P.O. Box 119, North West River, A0P 1M0, or fax it to 709 497 8396, or email at vpater@innu.ca.