



# YUKON ABORIGINAL SPORT CIRCLE

## Job Description

### National Strategy Regional Engagement Coordinator (NSREC)

#### A. General Description

Yukon Aboriginal Sport Circle (YASC) is seeking a National Strategy Regional Engagement Coordinator (NSREC) for a 12-month contract. This position will be a key project lead to support YASC, the Aboriginal Sport Circle (ASC) and a consulting partner in the creation of a National Indigenous Sport Strategy. The NSREC will report directly to the Executive Director of YASC but will also work as part of a national team of coordinators led by the Sr. Project Coordinator based at the ASC.

#### **About the Yukon Aboriginal Sport Circle**

The Yukon Aboriginal Sport Circle is a non-profit society dedicated to the advancement of Aboriginal participation in sports and recreation and of Aboriginal Sports in the Yukon. We are the sport governing body for Arctic Sports, Dene Games and Archery.

#### **About the ASC**

The ASC is a member-based not-for-profit organization that for over 25 years has acted as a national voice for the interests of First Nations, Inuit and Métis in the areas of sport, health, physical activity, recreation and traditional active practices with the goal of improving Indigenous people and communities' greater health and wellbeing.

#### **What is the National Indigenous Sport Strategy?**

The ASC is supported by Sport Canada in the creation of an Indigenous-led, Indigenous-supported national strategy that encompasses sport, physical activity, recreation and traditional cultural practices. The strategy will be a direct response to Truth and Reconciliation Calls to Action # 87-91 and will reflect an approach to policy-building that honors the principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). The strategy will be based on data, information and community and culturally appropriate, community-driven research and engagement. The strategy's goal is systemic change that provides equitable opportunities and access for Indigenous people in the sport, physical activity, and related health and infrastructure sectors in Canada.

#### B. Role

The National Strategy Regional Engagement Coordinator will bring strong logistics, coordination and communication skills to the job. You will be the connection between our organization, the Aboriginal Sport Circle (ASC) and the consulting partner and will coordinate access, manage

logistics and administrative processes related to strategy-related engagement sessions with key organizations, people, communities and other interested parties in Yukon. You will also be a member of a national team of coordinators which are led by the ASC's Sr. Project Coordinator for the national strategy. These will be your primary functions but other support to our organization's programming and operations will be expected.

#### Key Responsibilities

- Support our organization, the ASC and the consulting partner as point of contact regarding engagement scheduling, resourcing and logistics such as travel, venue selection and attendee communications.
- Coordinate engagement and consultations as assigned, including managing key communication, scheduling and relationship management, as part of the engagement team.
- Support, at times, engagement in person. Oversee on-site preparation and logistics, provide aid to lead engagement facilitators, coordinate break-down of venue, shipping and other closing duties.
- Oversee some procurement for project supplies, materials and equipment.
- Maintain, file and organize project documentation and information, such as project plan, data, research, results, reports and presentation material.
- Document and follow up on important actions and decisions from meetings and engagement sessions
- Assess, forecast and identify issues that arise, inform the organization, the ASC Sr. Project Coordinator and consulting partner and contribute to mitigation. Contribute to overall quality and high standards of the project.
- Prepare and/or contribute to reports and updates to Sr. Project Coordinator at the ASC and the consulting partner, as well as help prepare and contribute reports for ASC members, ASC Board of Directors, government officials and general public.
- Nurture new and existing relationships for the organization. Track new contacts and organizations and integrate into established relationship management process.
- Coordinate the consultation taking place between the organization and the project team YASC, as a stakeholder in Indigenous Sport in the Yukon will be consulted in the strategy process.
- Other duties as required and assigned. Support for organizational programming, administration and/or operations will be expected and will be outline on the employment agreement.

#### **C. Skills and Abilities**

- A diploma in Business Management, Business Administration or related field or 2 years' experience in related role.
- Involvement and/or strong understanding of complex engagement-based projects.
- Experience working on informal teams, in person and in virtual settings.
- Experience in file and information management administration.

- Able to prepare and manage workplans, budgets, briefing notes and reports (narrative and financial)
- Excellent organizational and time-management skills. Able to prioritize and re-order as priorities or schedules shift. Meets deadlines.
- Strong attention to detail and low rate of error in all work, such as written reports, financial and schedules.
- Outstanding written and verbal communication in English. (*see assets below, re: second languages*)
- Well-developed and effective interpersonal skills that encourage cooperation and contribution from colleagues and those being engaged.
- Proactive risk identifier and ability to critically think, assess and resolve.
- Ability to work very effectively both independently and as part of a team.
- Flexible and willing to take on different roles and responsibilities as they emerge, in order to ensure successful outcomes.
- Competency in Word, Excel, PowerPoint, Teams, SharePoint, and Zoom. Other competencies in software such as Microsoft Project, Trello, Monday is a plus.
- Excited to be a part of a project that has not been done in Canada before. Comfortable working on projects where change can regularly occur.

#### **Assets**

- Ability to communicate in French or regionally-used Indigenous language.
- Understanding of local cultural and governmental protocols an asset.
- Experience with local, provincial, federal and/or provincial governments

#### **D. Workplans**

**Hours of Operation:** The NSREC will work 37.5 hours per week Monday to Friday.

**Conditions:** Full Time – 37.5 hours/week at \$31.60/hour plus benefits (upon qualification). The successful candidate will enter into a fixed term agreement to September 2023 starting on 3<sup>rd</sup> Oct 2022 (or when possible), where employment standards and statutory regulations will apply.

**Starting date:** 3<sup>rd</sup> October 2022

#### **Conditions of Employment**

- Class 5 Driver's License
- Travel within Yukon to First Nations Communities

#### **E. An Indigenous Project**

The Yukon Aboriginal Sport Circle is a provider and supporter of services to and projects that support Indigenous organizations, communities and people. We encourage all to apply but

preference will be given to qualified candidates of **Indigenous ancestry**. Please identify when submitting your application.

**To apply:**

Submit resumes with a cover letter to Gael Marchand, Executive Director by email: [ed@yasc.ca](mailto:ed@yasc.ca).  
Closing date: 29th Sept 2022.