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Director of Women's Initiatives

The Chiefs of Ontario is inviting applications for the position of Director of Women's Initiatives. The incumbent is a highly experienced professional with a passion for relationship building, systems changing and extensive management experience. The Director of Women's Initiatives will work with the Council of Elected Women Chief and the First Nations Women's Caucus to develop, organize and oversee the progress and direction of Women's Initiatives at Chiefs of Ontario.

Location: Toronto

* Position will be remote/virtual until further notice.

Duties and Responsibilities:

- Support and advocate for Indigenous women and families.
- Build and maintain partnerships with government ministries, First Nations leaders, communities and organizations.
- Understanding of federal and provincial laws and regulations that affect First Nations through a gender-based lens.
- Oversee the policy analysis of legislation, standards and regulations that affect Ontario First Nations Women and Girls.
- Develop and submit funding proposals to implement program requirements and projects related to the goals and objectives of the Council of Elected Women Chiefs, the First Nations Women's Caucus and the Chiefs of Ontario.
- Manage a variety of contribution agreements and successful proposal writing skills.
- Manage program budgets, cash flows and projected expenses, and project financial management.
- Written and oral communications, with emphasis on keen listening and ability to effectively interpret verbal communications and needs of community members, particularly First Nations women and girls and gender diverse peoples.
- Adhere to Chiefs of Ontario financial management policy to ensure funding requirements and reporting requirements are being followed.
- Provide leadership, coaching and opportunities to the members of the Women's Initiatives team.
- Supervise and oversee staff ensuring adherence to all Chiefs of Ontario policies, and program goals.
- Work with the Council of Elected Women Chiefs to ensure strategic First Nation leadership participation.
- Coordinate, work with and implement strategies with the First Nation Women's Caucus which represents the PTO's and Independent First Nations.

- Recruit, train, and supervise health staff to improve efficiency and quality women's initiatives programs.
- Prepare communiqués, memos, briefing notes, speaking notes and media releases.

Relevant Skills:

- A degree or diploma related to Indigenous Learning or Social Work with a minimum of five (5) years' experience in a Supervisory or Management role.
- Knowledge and understanding of current issues facing Indigenous Women and their families.
- Ability to travel. (Once Covid-19 restrictions are lifted)
- Ability to speak an Indigenous Language is considered an asset.
- Must be willing and able to work a flexible working from home arrangement if required. This may include a combination of virtual remote work in your home and in office arrangements. This will be based on operational needs and will be determined by the Chiefs of Ontario.
- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.

DURATION: April 15th 2021 to March 31st 2022 (Possible renewal based on available funding)

APPLICATION DEADLINE: Open until filled

Send letter of application, resume and include 2 references marked confidential to:

Email: opportunities@coo.org