

## **First Nations Student Association - Coordinator**

(Unionized Position – Permanent Full Time)

### **POSITION SUMMARY**

The Simon Fraser Student Society's vision of students thriving everywhere is realized through its support of students to reach their full potential by providing resources and services that represent, connect and benefit our membership. One such resource is the First Nations Student Association (FNSA).

In order to support our Indigenous students, including First Nations, Métis, and Inuit backgrounds, we are looking for our inaugural First Nations Student Association Coordinator.

The First Nation Student Association believes in a decolonized university, and that Indigenous students hold the knowledge and passion necessary to foment the changes to create such an institution.

Indigenous students struggle day to day with a variety of forces, but the challenges they face are always matched by the strength inherited from their ancestors.

Our vision is one of an empowered, united, healing, internal community of Indigenous students - supported materially, emotionally, and culturally on their own terms.

From this internal community, bonds of solidarity with the larger student body at Simon Fraser University can be created. It's from this solidarity that reconciliation will develop in a meaningful and holistic way, and this is what the FNSA strives to facilitate through its programming, advocacy and support for SFU's Indigenous students

With this inspiring vision and as a member of the organizational team, the First Nations Student Association - Coordinator provides administrative and other supports to the FNSA Council and its members.

The FNSA – Coordinator oversees, coordinates and assists in the delivery of programs and services in the FNSA space.

This is a full time unionized position of 35 hours per week along with membership in Canadian Union of Public Employees (CUPE) Local 3338 at a wage rate of \$26.94 per hour and additional benefits as defined in the Collective Agreement.

As an employee of the Simon Fraser Student Society (SFSS), the FNSA – Coordinator reports to the Executive Director and closely collaborates with the FNSA Council to shape and, once approved, implement the FNSA's annual plan of action.

## RESPONSIBILITIES

- Manages the efficient operations of the FNSA's office;
- Ensures that established procedures are followed and when necessary, plans the development of enhancements to the FNSA administrative policies, procedures and systems to streamline administrative processes;
- Liaises with all SFSS departments and services, as necessary;
- Coordinates with SFSS' Manager – Administrative Services to maintain proper functioning of the FNSA space:
  - Advises about the required servicing and maintenance of office furniture and equipment including information technology systems;
  - Coordinates the distribution of keys / key cards and maintains up-to-date records;
  - Advises on changes that are required to the FNSA space, as required.
- In conjunction with FNSA's Council, prepares the annual budget for submission to the SFSS Executive Director;
- Ensures meeting scheduling, room booking, catering and room set-up for meetings/events of the FNSA, in its space or in other locations;
- Ensures that accurate meeting minutes are recorded, reviewed, and distributed internally and externally;
- Ensures that an up-to-date record of Council members is maintained and reported annually to SFSS;
- Responds to requests for information / engagement / outreach;
- Undertakes research and other projects, as required;
- Recruits, orients, trains, coaches and allocates tasks to volunteers;
- Maintains and implements the policies and procedures in the SFSS' human resources manual;
- Liaises with colleagues in other departments to enhance service provision to FNSA members;
- All other duties as assigned.

## QUALIFICATIONS

- Post-secondary degree in a relevant discipline or a diploma plus pertinent experience and training;
- 3 years or more related experience in office administration, planning and coordination;
- Experience with First Nations communities is a definite asset;
- Ability to work with stakeholders from diverse backgrounds;
- Excellent organizational, analytical, problem-solving, and conflict resolution skills;
- Excellent interpersonal and communication (both verbal and written) skills;
- Excellent ability to provide advice and support decisions;
- Ability to write accurate minutes and reports;
- Ability to exercise discretion, initiative and diplomacy;
- Ability to work within broad parameters, competing deadlines/priorities and with frequent interruptions;

- Ability to work within the established policies and processes;
- Ability to coach, mentor, guide, and collaborate with others;
- Proficient in the use of standard office applications and enterprise level information systems.

The Simon Fraser Student Society is an equal opportunity employer. Indigenous candidates are strongly encouraged to apply and we welcome applications from individuals of diverse backgrounds.

To apply, email your cover letter and resume to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the First Nations Student Association Coordinator position in the subject line. Acceptable file formats are PDF files only. Applications must be received no later than 4:00 p.m. (PST) Tuesday, February 18, 2020. Desirable start date: as soon as possible. Only applicants who are selected for interviews will be contacted.