

## **First Nations Student Association (FNSA) - Coordinator**

### **Permanent, Full-Time**

**Working Relationship:** Reports solely to the President and Operations Organizer; closely collaborates with the First Nations Student Association (FNSA) Council and once approved by FNSA, implements the group's annual plan of action.

*The Simon Fraser Student Society is an equal opportunity Employer. Preference will be shown to internal candidates. Significant and sustained effort will be made to encourage candidates from marginalized and equity-deserving groups and with lived experience of marginalization and oppression (including Black, Indigenous and People of Colour, LGBTQIA2S+ and persons with disabilities and who are neurodivergent) to apply.*

This is a full time (35 hours/week) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$30.72 per hour with additional benefits as defined in the Collective Agreement.

**Goal:** The FNSA – Coordinator oversees, coordinates and assists in the delivery of programs and services in the FNSA space and with the FNSA membership. With this inspiring vision and as a member of the organizational team, the First Nations Student Association - Coordinator provides administrative and other support to the FNSA Council and its members.

### **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](#).

In order to support our Indigenous students, including First Nations, Métis, and Inuit backgrounds, we are looking for a 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. This position will uniquely be expected to collaboratively work with the FNSA Council to execute on the mandate of services, events, and advocacy through the FNSA Space.

The FNSA's purposes are to provide a variety of support functions to First Nations, Métis, and Inuit (FNMI), to support and preserve the various cultural diversities of FNMI peoples, to advocate for services and resources necessary, to promote increased awareness of FNMI cultures and issues to the Simon Fraser University Community, to disseminate information deemed to be of interest to FNSA members and the public at large in regard to FNMI service and issues, to respond in a responsible and lawful manner to any negative stereotypical images of FNMI peoples within the media of Simon Fraser University or media in the community at large, and to engage with other student societies and the Simon Fraser administration to facilitate the above purposes.

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.

The FNSA – Coordinator oversees, coordinates and assists in the delivery of programs and services in the FNSA space. The FNSA - Coordinator office is housed in one of the offices in the FNSA organizational suite in the Student Union Building, as per the SFSS-FNSA Memorandum of Understanding as outlined in the institutional relationship Letter of Agreement, unless SFSS provides a separate space for the FNSA operations.

*The SFSS shall not negatively discipline any FNSA staff member for any social or academic advocacy positions taken by the FNSA Council or FNSA membership. FNSA and the FNSA - Coordinator hired shall be separate and distinct, however, the FNSA shall serve as the body that guides the types of services, resources, and advocacy support that is offered by the FNSA - Coordinator. This shall in no way preclude or prevent FNSA from engaging in collective action, and engaging in social or academic advocacy as the FNSA membership and Council sees fit.*

## RESPONSIBILITIES

- Serve as a resource and advocate for the SFSS's Indigenous (First Nations, Metis, Inuit) students;
- Provide culturally specific supports, as well as host FNSA student gatherings, cultural events, and other culturally relevant activities;
- Work with other coordinators and Executives of the SFSS where necessary as support for anti-Indigenous racism campaigns and initiatives as necessary;
- Work closely with the SFSS VP Equity and Sustainability and other SFSS Executives on issues related to the Indigenous community on the campus;
- 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' Operations Organizer 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 Operations Organizer and VP Finance;
- Collaborate with the FNSA Council, and once approved by FNSA, implement the group's annual plan of action;
- 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;
- Support FNSA's development and implementation of recommendations;
- All other duties as assigned

## QUALIFICATIONS

- Lived experience as a self-identifying First Nations, Metis, or Inuit person;
- 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;
- Experience in coordinating and training volunteers;
- Proficient in the use of standard office applications and enterprise level information systems

Please send your documents as PDF files in [Collage](#). **Applications must be received no later than 4:00 pm (PST) on October 28th, 2021.** Applicants must be available to work during regular office hours Monday to Friday from 10:30am-6pm.

We thank all who apply, but only those candidates selected for interviews will be contacted.

**Please Note:** The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: [www.sfss.ca](http://www.sfss.ca).