



Manager, Indigenous Caucus – CHRA **Job Description**

Responsibilities:

The Canadian Housing and Renewal Association's Indigenous Caucus represents the interests of the urban, rural and northern Indigenous housing sector in Canada. The Caucus is comprised of those member organizations within CHRA who self-identify as Indigenous, or who serve and support an Indigenous clientele. As one of its core beliefs, CHRA affirms that all Indigenous people have the right to safe, quality, adequate and affordable housing, regardless of where they live in Canada, and that housing is a core component of reconciliation with Indigenous peoples. The Caucus is the lead body to oversee strategies meant to fulfill that belief.

Reporting to the CHRA Executive Director, the newly created position of Manager, Indigenous Caucus will serve as a dedicated support for the Indigenous Caucus and the Caucus Working Group. Ideally an Indigenous person, the Manager will be a "go-to" person for the Caucus, will be responsible for the internal and external functions of the Caucus, and will organize the annual meeting of the Caucus held in conjunction with the CHRA Congress.

Specific Duties:

The specific duties and responsibilities of this role will fall into the following main areas:

1. Advocacy, Research, and Partner Relations

- Working with the Executive Director, provides policy, research and advocacy support to the Indigenous Caucus.
- Prepares funding requests for projects of interest to the Indigenous Caucus.
- Manages consultants for externally-funded research projects.
- Serves as a liaison with other external stakeholders and organizations to pursue objectives of the Caucus.
- Sets up meetings with government and other officials to further the objectives of the Caucus.
- Serve as a Caucus representative at meetings or other events.

2. Administration of the Caucus and Caucus Working Group

- Schedules meetings, takes notes, conducts follow-up with the Indigenous Caucus as required.
- Implements the workplan of the Caucus, including membership related administration and governance functions.
- Serves as a contact point for members of the Indigenous Caucus and CHRA.
- Prepares reports to the CHRA Board of Directors on Caucus activities and attends CHRA Board meetings.

3. Communications

- Develops ongoing communication materials for the Indigenous Caucus, including social media posts, newsletters, email blasts, etc.
- Working with the Manager, Membership and Communications, works on membership related products and strategies to increase membership in the Caucus.

4. Development of Annual Caucus Meeting

- Working with the Indigenous Caucus Working Group and CHRA staff, develops and implements a program for the annual Indigenous Caucus meeting in conjunction with the CHRA Congress.
- Works on other Congress-related events that have an Indigenous focus.
- Develops strategies to promote the Caucus meeting.
- Attends and helps to facilitate the smooth operation of the Annual Caucus meeting.
- Prepares a follow-up report and survey on the Caucus meeting.
- Responsible for financial administration of the Caucus meeting.

Qualifications

- Strong familiarity and experience working on Indigenous-related issues.
- Bachelor's degree, preferably in a related social science.
- Minimum 3-5 years experience in a similar policy and/or operational role, preferably with a non profit association.
- Excellent communication skills, including writing and proof reading skills.
- Experience with Power Point design and other Microsoft office software.
- Knowledge of the federal government and federal processes.
- Highly organized and exceptional attention to detail.
- Ability to work as part of a team, but also ability to accomplish projects with little supervision; a self-motivator.
- Excellent interpersonal skills with a high level of professionalism.
- Experience and knowledge of housing related issues is considered a strong asset.
- Experience with government relations would be considered an asset.
- Bilingualism is a definite asset.

The anticipated start date for this position is September 2019. Although the candidate is not required to be Indigenous, Indigenous candidates will be considered favourably.

Deadline for applications is no later than July 26, 2019. Applicants can submit a c.v, preferably with a cover letter, to Jeff Morrison at jmorrison@chra-achru.ca.

CHRA is an equal opportunity employer and welcomes applications from all qualified candidates.