



## CHRA is hiring an Indigenous Caucus Coordinator

CHRA's mission is to lead and provoke system-wide action toward the right to housing for all by serving as the national voice of the community housing sector and creating the conditions for community housing providers to achieve their goals.

Our strength comes from our members. As a national membership-based organization, we represent organizations and individuals from every Canadian province and territory. Our members include affordable and social housing providers, Indigenous housing providers, municipalities, provincial and territorial housing departments, housing associations and networks, non-profit organizations, business partners, and individuals.

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 Executive Director, the Indigenous Caucus Coordinator will support and assist the Indigenous Caucus, and the Indigenous Caucus Working Group. The Working Group is composed of CHRA members from across the country with an expertise and understanding of Indigenous housing, including tenant support, building operations, cultural issues, and homelessness. The Indigenous Caucus develops and provides Indigenous policy advice on housing and homelessness, and advocates for a for-Indigenous, by-Indigenous national housing strategy.

### Indigenous Caucus Coordinator

**Reports to:** Executive Director

**Hours:** 5 days (35 hours) per week

**Compensation:** \$26/hour

**Term:** 3 months, with possibility of renewal

**Benefits:** Vacation earned at 1.25 days/month  
Paid sick leave earned at 1 day/month  
Reduced work week in July & August with Fridays off

**Location:** CHRA offers a hybrid work environment, with the possibility of remote work from anywhere in Canada.

## Responsibilities:

### **Advocacy, Research, and Partner Relations**

- Working with the Executive Director, provide policy, research and advocacy support to the Indigenous Caucus.
- Serve as a liaison with other external stakeholders and organizations to pursue objectives of the Caucus.
- Set up meetings for Caucus representatives with government and other officials to further the objectives of the Caucus.

### **Administration of the Caucus and Caucus Working Group**

- Schedule meetings, take notes, conduct follow-up with the Indigenous Caucus as required.
- Implement the workplan of the Caucus, including membership related administration and governance functions.
- Serve as a contact point for members of the Indigenous Caucus and CHRA.

### **Communications**

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

## Qualifications

- Familiarity and experience working on Indigenous-related issues.
- Minimum 1-year post-secondary school, preferably in a related social science.
- Excellent communication skills, including writing and proof-reading skills.
- Experience with Power Point and other Microsoft office software.
- Knowledge of the federal government and federal policy 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.
- 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 is considered an asset.
- Bilingualism is an asset.
- Strong preference for candidates with Indigenous ancestry and familiarity with Indigenous cultural protocols.

**Apply before 4pm (Eastern) Tuesday, May 30<sup>th</sup>, 2023 with cover letter and resume to Ray Sullivan, Executive Director ([rsullivan@chra-achru.ca](mailto:rsullivan@chra-achru.ca)).**