



## CHRA INDIGENOUS CAUCUS

Does your commitment to Indigenous justice and rights match your passion for affordable housing? CHRA is hiring a Director of Indigenous Housing Policy and Programs to support the Indigenous Caucus at CHRA and our ongoing advocacy, research and professional development work.

### Director of Indigenous Housing Policy and Programs

**Reports to:** Executive Director, CHRA

**Hours:** 35 hours per week (part-time, reduced or compressed hours can be negotiated)

**Compensation:** starting wage \$78,930 to \$87,765 depending on qualifications and experience. Maximum wage of \$108,513.

**Term:** 4 months, with possibility of renewal

**Benefits:** Starting at 15 days/year paid vacation, plus 2 annual discretionary flex days

Reduced work week in July & August with Fridays off

12 paid sick days/year

Extended health benefits

Matched RRSP payments at additional 5% of salary

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

**Application:** Send cover letter and resume to Ray Sullivan, Executive Director ([rsullivan@chra-achru.ca](mailto:rsullivan@chra-achru.ca)) before 5:00 pm ET, Tuesday, October 10. Interviews will be conducted on October 16 and 17.

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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.

Reporting to the Executive Director, the Director of Indigenous Housing Policy and Programs supports the Indigenous Caucus and the Indigenous Caucus Working Group is the primary lead for developing and implementing CHRA's advocacy, engagement and program delivery for Indigenous housing matters.

The Indigenous Caucus 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 on behalf of a for-Indigenous, by-Indigenous national housing strategy.

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.

## **Responsibilities:**

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

- Responsibility to lead CHRA and Indigenous Caucus efforts to plan and develop research, program, policy, and advocacy strategies, such as for national campaigns, Federal elections, budgets, and other related activities, as directed by the Executive Director and the Indigenous Caucus Working Group.
- Represent CHRA and the Indigenous Caucus at meetings with Ministers, Members of Parliament, senior officials, and key decision-makers to share the experience and expertise of CHRA members and to influence public policy.
- Provide policy, research and advocacy support and advice to the Indigenous Caucus, and for CHRA's broader efforts.
- Write position papers, articles, and policy analysis to advance CHRA's and the Indigenous Caucus's objectives.
- Manage consultants for externally-funded research projects.
- Serve as a liaison with other external stakeholders and organizations to pursue objectives of the Caucus.
- Set up meetings with government and other officials to further the objectives of the Caucus and CHRA's broader efforts.
- Serve as a Caucus representative at meetings or other events.

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

- Support the Indigenous Caucus Working Group, setting agendas, recording minutes, and translating their direction into action.
- 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.
- Assist in identifying sponsorship opportunities, networks and funding sources as required.
- Ensure CHRA messages and programs Prepare funding requests for projects of interest to the Indigenous Caucus.

- Prepare reports to the CHRA Board of Directors on Caucus activities and attend CHRA Board meetings.
- Administer the election process for the Indigenous Caucus Working Group.

## **Communications**

- Communicate to CHRA and Indigenous Caucus members and stakeholders on Indigenous affordable housing public policy, programs, government announcements and advocacy results.
- Identify emerging issues and trends relevant to the Indigenous housing policy and public programs, and develop strategies to disseminate knowledge of these trends through CHRA programs.
- Develop ongoing communication materials for the Indigenous Caucus and other Indigenous housing stakeholders, 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.

## **Annual Indigenous Caucus Meeting**

- Work with the Indigenous Caucus Working Group and CHRA staff, to develop and implement a program for Indigenous Caucus engagement in conjunction with the CHRA Congress.
- Work on other Congress-related and CHRA events that have an Indigenous focus.
- Prepare a follow-up report and survey on the Caucus meeting.

## **Leadership**

- Support and contribute to an inspiring team environment with an open communication culture
- Collaborate with CHRA staff, the Board of Directors, and members to achieve CHRA's mission and execute its strategic plan

## **Qualifications**

- Strong familiarity and experience working on Indigenous-related issues.
- 5 years' comparable experience in a similar policy and/or operational role, preferably with a non-profit association.
- Postsecondary degree or diploma in a related area
- 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 would be considered an asset.
- Bilingualism is an asset.
- Ideally having Indigenous ancestry and familiarity with Indigenous cultural protocols.