



## Job Description: Engagement Coordinator

The Caribou Guardians Coalition (CGC) is looking for a person who knows the North to help develop the CGC by creating and maintaining a presence online and building a working relationship with the Indigenous partner representatives we work with.

For more information on the CGC, see the background information Appendix A.

As the Engagement Coordinator for the Caribou Guardians Coalition, your responsibilities will include, but may not be limited to, the following:

### Program Coordination:

- Foster and maintain good relationships with Traditional Knowledge Keepers and Elders, and Indigenous partners.
- Schedule and organize meetings, workshops, and events including booking venues, catering, etc.
- Prepare and circulate paperwork and materials for meetings, workshops, and events.
- Support documentation / note-taking of meetings, workshops, and events.
- Ensure expenditures are properly submitted.
- Ensure implementation of policies and practices in accordance with CGC Terms of Reference, and Operational Plan.
- Support growth and program development by striving for excellence in program delivery.
- Develop and distribute communication content for social media (e.g. Instagram, Facebook), website and online platforms.
- Support, maintain, and track communications and outreach with CGC Indigenous partners.
- Coordinate the design customized outreach materials.
- Assist with harvesting natural materials for projects.
- Assist with occasionally hauling gear between events, to and from vehicles, and up and down stairs.
- Support CGC and its partners on indigenous knowledge research and caribou.
- Ensure technology is used correctly and respectfully for all operations (i.e. video conferencing, power point, etc...)



#### Grant Writing and Reporting:

- Support the preparation of funding proposals, grant applications, budgets, and reporting requirements.

#### Administration:

- Monitor CGC e-mail.
- Compose and distribute action items for tracking and meeting minutes.
- Process and track invoices, reimbursements, honoraria, and per diems.
- Make travel arrangements and accommodations for CGC and others as needed.
- Prepare and organize correspondences, perform data entry and word processing functions, and create a variety of documents.

The Engagement Coordinator reports to the CGC Executive Director.

#### Compensation:

This is a contract term position until April 30, 2026 with the possibility of extension. The position is available as a part-time position at 25 hours per week. (\$65 per hour)



## **Appendix A: CGC Background Information**

CGC is a coalition and partnership of Indigenous governments and organizations who traditionally and presently live in the range of the Bathurst Caribou.

The Caribou Guardians Coalition was created during the engagement sessions for the Bathurst Caribou Range Plan (BCRP) when some of the Indigenous partners who sit at the Bathurst Caribou Advisory Committee called for the creation of a Caribou Guardians program. The CGC became one of the recommended actions in the BCRP when it was published in 2019.

After the initial planning work and facilitation led by Joanne Barnaby and Natasha Thorpe, and administrative support from the Wek'wèezhì Renewable Wildlife Board, the CGC launched in 2023.

Currently, the CGC Executive Director is Amos Scott.

CGC Partners:

The current Indigenous governments or organizations that make up the CGC partners and make up the membership are:

- Tłıchǫ Government
- Kugluktuk Angoniatit Association
- Métis Nation of the NWT
- North Slave Métis Alliance
- Lutsel K'e Dene First Nation
- Kugluktuk Regional Wildlife Board
- Deninu Kųè First Nation
- Athabasca Denesųłinè NeNe Land Corporation