



Indigenous Food and Freedom School
"Bee" a pollinator of a new and exciting solidarity economy!

Job Posting

Just Transition Coordinator

Working Group on Indigenous Food Sovereignty

&

UBC Centre for Sustainable Food Systems

Job Category: Executive Administration

FTE: 1.0 – 35 hours/week

Application deadline: July 26, 2020

Interviews: July 27 – August 31, 2020

Start date: August 10, 2020

End date: March 31, 2021

Possibility of extension: Yes

Grant funded: Yes

Salary range: \$41,215.00 - \$45,798.00 per annum

POSITION FUNCTION

The aim of the Indigenous Food and Freedom School (IFFS) is to research, develop, test and evaluate an emancipatory research and education toolkit to support a just transition to a regenerative tribal economy informed by Indigenous food sovereignty paradigms, protocols, principles, and practices. This is a community led project. The Indigenous Food and Freedom School (IFFS) represents the project leadership, the Working Group on Indigenous Food Sovereignty (WGIFS). The WGIFS works in the UBC Centre for Sustainable Food System (administrative partner) as well as other agencies and organizations with the extended inter-tribal networks of mutual aid and solidarity.

The Just Transition Coordinator will provide administrative support to the research and education activities of the WGIFS and IFFS. Duties include coordinating and assisting with financial, technical, and cultural activities from an Indigenous land-based pedagogy and Decolonizing Food System: Cross Cultural Interface Framework.

WORKING RELATIONSHIPS

Reports to the Dawn Morrison, Project Manager/Founder and Curator of the Working Group on Indigenous Food Sovereignty, Wilson Mendes, WGIFS Communications and Media Director, Elena, Donschikh, UBC Centre for Sustainable Food Systems Financial Coordinator, and other project staff, Consultants and Facilitators (as requested).

WORK PERFORMED

Provides day-to-day administrative and logistical support for the WGIFS and IFFS including responding to enquiries, word processing, file management, bookkeeping, meeting minutes, compiling and submitting reports, arranging for courier packages and ensuring compliance with UBC policies and procedures, as per partnership agreement.

Assist in the development and implementation of a computerized accounting system, records and provides monthly and year-end income/expenditure statements as well as creates and maintains Excel spreadsheets to track transactions and record expenses.

Monitor income/expenditures for the WGIFS/IFFS by tracking expenditures, verifying ledgers, and resolving discrepancies,

Prepare and reconcile purchase requisitions/orders, requisitions for payment, travel claims and cash deposits.

Plan and coordinate the logistics of project team meeting calendars and day to day activities. i.e. online and in person meetings, workshops, and activities in Vancouver and Chase where the WGIFS is developing plans and proposals for restoring Indigenous Foodland Conservation Areas.

Follow up on the day-to-day communications and project management related tasks and timelines of the project team.

Assist with coordination of communications, media, and outreach for webinars, workshops, work parties, and gatherings. I.e. promote, recruit volunteers, plan menu and grocery shopping, travel, logistics, blogs, newsletters, website and social media posts.

Liaise and follow up on communications and meeting schedules and community agreements with Vancouver Parks Board, Kamloops Food Policy Council, UBC Indigenous Fisheries Research Unit, and multiple government and non-profit organizations and agencies.

Assist with recruiting and tracking student and community volunteers to help maintain the gardens, and to help harvest, cook and share food at a Gathering of Indigenous Food Trading and Sharing (GIFTS).

Provide support in drafting budgets and narrative reports including the year-end reporting outlining successes, challenges and recommendations from the research, activities and workshops.

Assist with participatory action research with members, Indigenous knowledge keepers, consultants and advisors.

Reviews administrative systems are efficient and continue to meet the requirements of the animal reproduction laboratory.

Performs other duties as required.

EXERCISING JUDGEMENT/IMPACT OF DECISIONS

The incumbent works with others to determine planning of the activities outlined above and take account available resources. Failure to do so means projects undertaken can lack adequate resources, affecting the quality of the work and diminishing the benefit to others. The candidate is accountable for developing and maintaining relationships of trust. Inaccurate, inappropriate or ineffective communications may seriously affect the trust in Indigenous communities and nations we work with, as well as have implications for ongoing funding.

SUPERVISION RECEIVED

Works independently, weekly or biweekly meetings with the Director and project team to discuss her/his work, review existing projects, and establish new projects and priorities.

SUPERVISION GIVEN

Work directly with Dawn Morrison (Project Lead), and project team..

WORKING CONDITIONS

Strathcona Fieldhouse or employees office and equipment. Some travel required.

ORGANIZATION CHART

None provided.

MINIMUM QUALIFICATIONS & SKILLS

Education & Experience:

High School graduation.

Prefer undergraduate degree in Indigenous Studies, Environmental & Sustainability.

Minimum of 2 years related experience or the equivalent combination of education and experience.

Prefer work experience and/or knowledge of Indigenous land, water and food systems and economies.

Skills:

Strong balance between Indigenous culture, and technical, written and oral communication and administration skills.

High level of proficiency and comfort in observing Indigenous cultural and spiritual protocols.

High level of proficiency with Microsoft word excel, word and power point, as well as bookkeeping software.

To apply online visit website address: https://www.hr.ubc.ca/jobs/staff-s.php?job_id=37824

