

NDP Indigenous Organizer Position Description

Summary

The Indigenous Organizer will develop, coordinate and integrate Indigenous issues into organizing and community outreach strategies of the Saskatchewan NDP by recognizing and understanding the identity and cultural perspectives of the Indigenous People of this Province to advance social and economic justice.

The Indigenous Organizer is a primary resource for the Saskatchewan New Democratic Party (NDP) to ensure that there is an Indigenous lens, perspective and common understandings of the issues that affect the Indigenous People of Saskatchewan and Canada.

The Indigenous Organizer will have in-depth knowledge, experiences and considerations of all the issues that affect the Indigenous People of Saskatchewan as well as strong organizational skills to be able to coordinate meetings, events and opportunities for grass root engagement and outreach.

Reporting to the Provincial Secretary, the incumbent will work collaboratively with party and caucus to ensure diversity, inclusion and equity and to identify opportunities for implementation of recommendations from the Truth and Reconciliation Report.

Primary Responsibilities:

1. The Indigenous Organizer would be responsible for developing and coordinating party strategies and community outreach with an Indigenous perspective; be the “go to” person within the party when it comes to the development and collaboration of comprehensive Indigenous strategies;
2. Integrate Indigenous strategies into the fabric of the overall party and not just with the Indigenous wing;
3. Work within the party to build common understandings and relationships that will strengthen relations with the Indigenous People of Saskatchewan;
4. Build strong relationships with key Indigenous political institutions; leadership; organizations and communities;
5. Organize and coordinate meetings, events and opportunities for grass root engagements and outreach;
6. Develop and contribute to position papers for consideration and inclusion into party strategies and platforms;
7. Provide support to the Party to develop a vision and strategic plan that has had Indigenous influence and considerations. Assist in reporting and measuring outcomes of those strategies.
8. Develop an Indigenous data base of key contacts and persons of interests;
9. Assist with regular activities of the party, as well as other duties as assigned.

Key Competencies:

- a) **Adaptability:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- b) **Behaves Ethically:** Understands ethical behaviour and business practices and ensure their own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- c) **Builds Relationships:** Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- d) **Communicates Effectively:** Speaks, listens and writes in a clear and thorough manner using appropriate and effective communication tools and techniques.
- e) **Creativity/Innovation:** Develops new and unique ways to improve operations of the organization and to create new opportunities.
- f) **Focuses on Member and Stakeholder Needs:** Anticipates, understands and responds to the needs of members and stakeholders in order to meet or exceed their expectations within the organizational parameters.
- g) **Fosters Teamwork:** Works cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- h) **Leads:** Positively influences others to achieve results that are in the best interest of the organization.
- i) **Makes Decisions:** Assesses situations to determine the importance, urgency and risks and makes clear decisions which are timely and in the best interest of the organization.
- j) **Organizes:** Sets priorities, develops a work schedule, monitors progress towards goals and tracks details, data, information and activities.
- k) **Plans:** Determines strategies to move the organization forward, sets goals, creates and implements action plans and evaluates the process and results.
- l) **Problem Solving:** Assesses problem situations to identify causes, gathers and processes relevant information generates possible solutions and makes recommendations and/or resolves the problem.
- m) **Thinks Strategically:** Assesses options and actions based on trends and conditions in the environment and the vision and values of the organization.

Community Engagement and Outreach

Ensure effective and appropriate communications processes are implemented and utilized so that relevant information is shared with Indigenous communities and broader publics.

Regularly gather the Indigenous community's feedback to improve engagement approaches.

PROFESSIONAL QUALIFICATIONS

A combination of education and experience, including:

- an Undergraduate or Graduate Degree or a Certificate in a related discipline; and/or
- 3 or more years' experience working with Indigenous organizations, communities or groups.

Skills/Experience

- i. Must be of Indigenous ancestry. It is an asset to be familiar with or able to speak an Indigenous language;
- ii. A working knowledge of the Saskatchewan New Democratic Party and its structure, as well as the knowledge of the political and electoral environment of Saskatchewan. Experience working on election campaigns at an Indigenous community or organization level, or federal, provincial, or municipal levels is an asset.
- iii. Must be very articulate and well organized;
- iv. Must be able to be an effective listener, communicator and presenter;
- v. Must possess proficient writing skills;

- vi. Ability to be multi-tasking and manage time effectively;
- vii. Knowledge of the Indigenous issues of the Saskatchewan region and Canada;
- viii. Must be proficient with MS office and innovative technology;
- ix. Must possess problem solving and analysis capabilities;
- x. Flexible and able to adjust to changing working environment and situations;
- xi. Strong organizational abilities including strategic planning;
- xii. Strong written and oral communication skills including public speaking;
- xiii. Demonstrated ability to lead and convey a strategic vision to motivate grass roots movements;
- xiv. Flexible and able to adjust to changing working environment and situations;
- xv. Effective decision maker; and,
- xvi. Possess a valid driver's license.

Working Conditions

The Indigenous Organizer is a full-time position and will involve working from the party's Regina office or a work-from-home arrangement, with significant travel to Indigenous communities throughout Saskatchewan. As per the collective agreement with COPE 397 the salary range for this position is \$49,716 to \$59,280 per year, and includes pension and extended health benefits. Anticipated start date is during July 2021.

Submit applications including a cover letter and resume by Monday, July 5, 2021, by email to employment@saskndp.ca.

The Saskatchewan NDP welcomes all applicants and offers a respectful workplace. We wish to develop a representative workforce, and welcome applications from Indigenous people, persons with disabilities, racialized persons, women, and gender and sexually diverse persons.