



INDIGENOUS WOMEN OF THE WABANAKI TERRITORIES

JOB ADVERTISEMENT

IWWT Executive Director
24-Month, Full-Time Position
Released April 2nd, 2024

Deadline to Apply: Sunday, April 21st at midnight

ABOUT US:

Indigenous Women of The Wabanaki Territories (IWWT) is the provincial, not-for-profit, membership-based organization representing Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-diverse peoples from Wabanaki and urban communities within the colonial borders of New Brunswick, Canada. Our office is located in the unceded Wolastoqewiyik homeland of Wolastokuk in the community of Sitansisk (St. Mary's) First Nation in the city of Fredericton.

IWWT's mission is to provide healing and capacity building to Indigenous Women and Two-Spirit, Lesbian, Trans, and Gender-diverse peoples in order to promote and recognize their traditional leadership roles. We support, inform, and empower our membership to assert their inherent and unique Indigenous rights through capacity building, knowledge mobilization, healing and wellness, and strategic advocacy toward reclaiming traditional, Indigenous matriarchal leadership and strengthening individual and collective linguistic and cultural identities.

ABOUT THE JOB:

Under the direction of the IWWT Board of Directors, the IWWT Executive Director is integral in advancing the mission and goals of IWWT. Having a friendly, professional demeanor, the Executive Director is a consistent, in-person presence at the Fredericton office, Monday-Thursday, and virtually on work-from-home Fridays. Reporting directly to the Board, the Executive Director is responsible for implementing the strategic plan and guiding the work of the IWWT team according to the Seven Sacred Teachings Leadership Attributes (below). They oversee day-to-day administrative operations and program staff on behalf of the Board of Directors. They ensure that non-profit best practices and IWWT organizational policies and procedures are followed and reviewed and updated as necessary. Importantly, they are tasked with enabling an empowering, culturally responsive, trauma-informed, safe workplace and membership experience.

The Executive Director will lead with a commitment to matriarchal governance principles, ensuring that the organization operates in alignment with Indigenous values, culture, and traditions, including the Seven Sacred Teachings of the Wabanaki people. They will provide strategic leadership, advocacy, and management to advance the organization's mission of



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empowering Indigenous women's leadership, providing safe healing and capacity-building spaces, and dismantling gender inequality.

Importantly, the Executive Director will embrace and enact the leadership attributes and core competencies listed below.

Seven Sacred Teachings - Leadership Attributes:

1. Wisdom: Lead with wisdom by seeking knowledge, understanding, and discernment in decision-making processes. Foster a learning environment that respects the wisdom of Elders, Youth, and Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples of all ages. Encourage the sharing of knowledge among staff, directors, members, and partners.
2. Love: Cultivate a culture of love and compassion within the organization, fostering supportive relationships and empathy among team members. Ensure that programs and services prioritize the well-being and dignity of Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples and communities.
3. Respect: Uphold the value of respect in all interactions, treating individuals with dignity, honor, and fairness. Foster a work environment that celebrates diversity, honors Indigenous traditions, and promotes well-being and work-life balance.
4. Bravery: Demonstrate bravery and integrity in leadership, advocating for the rights and empowerment of Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples, even in the face of challenges. Encourage staff to take bold and courageous actions to address issues of gender inequality and social injustice.
5. Honesty: Promote honesty and transparency in organizational practices, communication, and decision-making processes. Encourage open dialogue, constructive feedback, and accountability among staff and stakeholders.
6. Humility: Lead with humility, acknowledging the strengths and limitations of oneself and the organization. Foster a culture of humility that values listening, learning, respect, and collaboration with Indigenous communities and organizations and traditional Knowledge Holders.
7. Truth: Embrace truth-telling and authenticity in all aspects of organizational operations. Ensure that the organization's actions and initiatives are aligned with its values, principles, and commitment to advancing the rights and well-being of Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples.



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Executive Director Core Competencies:

Empowerment: Champion the meaningful inclusion of Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples in leadership roles and decision-making processes within the organization. Provide tailored support and opportunities for their professional growth and development.

Representation: Prioritize diversity, inclusion, and accessibility in all aspects of organizational life, including recruitment, hiring, and promotion practices. Ensure Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples are represented and empowered at every level of the organization, including in the businesses we support.

Cultural Sensitivity: Foster a culturally responsive and trauma-informed environment that respects the diverse cultural backgrounds, experiences, and needs of Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples. Implement policies and practices that prioritize their safety, well-being, and cultural identity.

Community Engagement: Build strong relationships with Indigenous communities, Elders, leaders, and organizations to ensure our programs and initiatives are community-driven and responsive to Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples needs and priorities.

Advocacy: Advocate for policies and systemic changes that address gender inequality, colonialism, and racism, and advance the rights and interests of Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples at local, regional, and national levels.

Cultural Revitalization: Support efforts to preserve, revitalize, and celebrate Indigenous cultures, languages, and traditions within our organization and the communities we serve. Incorporate cultural teachings, ceremonies, and practices into our activities to promote cultural resilience and pride among Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-Diverse peoples.

RESPONSIBILITIES INCLUDE:

- Weekly reporting to the President;
- Attending and reporting at each Board of Director's meeting, which often occur on weekends or evenings;
- Supporting the Board of Directors through strong communication, information sharing, administration, and reporting;
- Guiding all aspects of the organization in implementation of the mission, vision, and strategic plan;
- Ensuring IWWT policies and procedures are fully implemented and enforced;
- Undertaking outreach and relationship building with partners, funders, communities, members, and businesses;



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- Organizing the work of the organization to ensure deadlines and deliverables of partnership funding agreements are met in full;
- Overseeing IWWT staff and developing and implementing IWWT Employment Contracts, job descriptions, workplans, and hybrid work schedules;
- Coordinating the recruitment, hiring, and orientation process for new and existing open positions;
- Overseeing the maintenance of staff personnel files, including tracking vacation, sick leave, and bereavement;
- Remaining aware of Wabanaki community issues and resources and all IWWT programming;
- Guiding and reviewing all internal and external communications and branding;
- Reviewing and editing all organizational documents, including policies (for board approval), reports, and correspondence;
- Being a signing authority and collaborating with Finance staff to ensure budgetary limits and organizational financial requirements are followed;
- Maintaining a sufficient inventory of office supplies, equipment, and materials, including the office pantry;
- Supporting the Board in organization of the Annual General Assembly;
- Maintaining corporate registration and insurance;
- Planning and coordinating office services such as accommodation, relocation, forms, disposal of assets, parking, maintenance, cleaning, waste disposal, and security services;
- Completing necessary training during work hours; and,
- Other duties in the order of business or as assigned by the Board of Directors.

ABOUT YOU:

You are a passionate and friendly leader that embraces and honors the attributes and core competencies listed above. You will have a combination of relevant education and work experience that enable your success in all job responsibilities. And you care deeply for the mission and members of IWWT. Additional skills and experience are as follows:

- Graduate degree in a relevant field (e.x: Indigenous studies, social work, nonprofit management, etc.)
- At least 5 years management experience in a non-profit or community-based organization, preferably in a role where you reported to a Board of Directors and implemented a strategic or other organizational plan;
- At least 3 years experience managing a team of 3 employees or more;
- Demonstrated knowledge and experience working with Indigenous Peoples in community-driven program development and delivery;
- Strong commitment to Indigenous self-determination, Indigenous women's leadership, gender equality, and social and environmental justice;



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- Deep understanding of and respect for Wabanaki cultures, traditions, and worldviews, including the Seven Sacred Teachings;
- Demonstrated ability to think strategically, problem solve, and innovate;
- Experience in program development, fundraising, and financial management;
- Excellent verbal and written communication, interpersonal, and relationship building skills; and,
- Proven digital literacy skills.

WORKING CONDITIONS:

- The main work location is the IWWT, Sitsansisk (St. Mary's) First Nation, Fredericton office; working hours are from 9:00 am - 4:30 pm Monday to Friday, with Fridays work from home;
- Time off will be accrued in lieu of overtime, required in such instances as the Executive Director is attending IWWT events outside of regularly scheduled hours;
- The Executive Director is required to attend all Board of Director meetings, which occur approximately one weekend a month;
- The salary is \$75,000 per year;
- This is a 24-month contract, with the possibility of renewal, with a six-month probationary period and quarterly performance reviews;
- 1.25 vacation days and 0.8 wellness days are accumulated per month; and,
- Some travel within the province is required, reimbursed at federal per diem rates.

HOW TO APPLY:

Please apply by submitting your resume, cover letter, and three employment references to Katalin Koller, Acting Office Manager, at earthonomicalsolutions@gmail.com. Applications will be accepted until Sunday, April 21st at midnight. Complete applications will include a resume, cover letter, and three references – incomplete applications may be screened out. All those that apply will receive a response. If the position is not filled successfully through this round of applications, a second round will be announced.

IWWT is committed to building a skilled and diverse workforce that reflects the Indigenous women, Two-Spirit, Lesbian, Trans, and Gender-diverse peoples we serve. As an equal opportunity employer, we actively support workplace equity for all persons, and are committed to including and reflecting the population we serve.