



IROQUOIS CAUCUS

EMPLOYMENT OPPORTUNITY Iroquois Caucus Coordinator

The Iroquois Caucus (IC) was created by the elected Leaders of the Iroquois communities, located in Ontario and Quebec, as a political forum to discuss shared priorities, issues, and concerns. Through this forum, the Iroquois Caucus is committed to developing consensus-based positions, formulating nation-based strategies and seeking solutions that are beneficial to our People.

The Iroquois communities include Kahnawà:ke, Kahnesatà:ke, Akwesáhsne, Tyendinaga, Six Nations of the Grand River and the Oneida Nation of the Thames, who collectively represent approximately 70,000 citizens.

We are currently seeking an experienced and motivated individual from one of the member communities to support the work of the Iroquois Caucus. This full-time professional position reflects senior-level responsibilities and requires strong leadership, strategic planning, and high-level coordination skills.

Serving up to seven (7) Iroquois First Nations in Ontario and Quebec, the Iroquois Caucus Coordinator provides comprehensive information sharing, strategic coordination, liaison, and administrative support to the Iroquois communities. The ICC will operate under the most recent Iroquois Caucus Terms of Reference (TOR) and ensure that the IC TOR are followed.

Reporting to the elected IC Leadership, the IC Coordinator is responsible for comprehensive meeting coordination, communication management, financial monitoring in partnership with the coordinating community, and administrative oversight of all IC files and technology assets. The ICC will operate under the most recent Iroquois Caucus Terms of Reference (TOR) and ensure that the IC TOR are followed.

LOCATION:

The ICC will be expected to work from their own home/office and communicate electronically with member communities' leadership and their designated contacts and technicians.

The ICC will be expected to attend all meetings of the Iroquois Caucus, including general assemblies, Grand Chiefs meetings, working group meetings and issues meetings with Iroquois Caucus technicians.

REPORTING RELATIONSHIP:

The position reports to the Leadership of the Iroquois Caucus providing verbal and written reports and when the Iroquois Caucus meets.

The coordinating community will designate an elected official who will serve as a primary contact to provide advice and direction to the Iroquois Caucus Coordinator. This ensures consistent operational support and performance feedback while maintaining the Caucus' collective direction.

SCOPE OF THE POSITION:

The primary responsibilities of the ICC fall under four main areas:

Meeting Coordination: This key function of the position is to coordinate, attend and be the official recorder for all Iroquois Caucus meetings, which includes the planning, organizing, execution of all Iroquois Caucus meeting logistics and meeting follow-up. The ICC will ensure that all required administrative tasks and logistics associated with all Iroquois Caucus meetings (general assemblies, Grand Chiefs meetings, working group meetings and issues meetings with technicians) are successfully carried out with the timelines set out the Terms of Reference.

Communications: Communication is fundamental to the success of the Iroquois Caucus. The ICC is responsible for internal and external communications and ensuring the implementation of the IC Communications Plan. In addition, the ICC will collaborate with IC community contacts and/or technicians as directed to draft letters, develop IC messaging and press releases and other documents as required.

Finance: The ICC is responsible for monitoring and budgeting of the IC finances. The ICC will prepare an annual IC budget for IC approval and is responsible for invoicing when necessary and ensuring debts incurred by the IC are paid and for monitoring transactions for accuracy and to provide the IC with financial updates as outlined in the IC TOR.

Other Administration: The ICC is responsible for maintaining all IC files and documents including the establishment of a document repository.

Qualifications:

Education:

- Post-secondary education in one or more of the following fields of study: First Nations studies, public administration, business administration, political science, public relations, or project management.

Experience:

- Minimum of 2-3 years of experience working in an administrative or coordination role.
- Experience in coordinating, planning, and facilitating meetings.
- Experience in notetaking, recording and preparing meeting minutes and decisions.
- Experience monitoring and reporting on budgets.
- Experience with writing letters, position papers, briefing notes, and press releases.

Essential Skills:

- Excellent written and oral communication skills.

- Excellent research and analytical skills.
- Familiarity with First Nations organizations, Federal and Provincial governments.
- Self-motivated and able to work independently without supervision.

Terms of Contract:

The Iroquois Caucus Coordinator position is an independent service contract.

The Iroquois Caucus Coordinator position is a full-time position and the compensation range for the service contract is \$75,000 - \$90,000. The contractor will be responsible for self-funding benefits (CPP/EI/CRA remittance) as well as insurance.

Ready to apply? Please submit a cover letter and resume via email to: Iroquois Caucus Hiring Committee at IC.HiringCommittee@gmail.com by November 21, 2025, at 5:00pm.

Please submit questions via email to: IC.HiringCommittee@gmail.com

The IC Hiring Committee appreciates all who show an interest in this position and take the time to apply, however, only those chosen for an interview will be contacted.



IROQUOIS CAUCUS

Iroquois Caucus Coordinator Scope of Work

BACKGROUND:

The Iroquois Caucus (IC) is a body composed of seven Iroquoian communities and governments in what is now Canada on Turtle Island, representing over 70,000 citizens. It includes Kahnawà:ke, Kahnésatà:ke, Akwesásne, Tyendinaga, Wahta, Six Nations of the Grand River and Oneida Nation of the Thames. The IC has come together to enable our governments to discuss our shared issues and concerns, to come to be of one mind and speak with one voice. The purpose of the Iroquois Caucus is to develop consensus-based positions, formulate nation-based strategies and seek solutions beneficial to our people. The Iroquois Caucus is not a formal organization, nor does it have a permanent physical office.

TITLE: Iroquois Caucus Coordinator (ICC)

LOCATION:

The ICC will be expected to work from their own home/office and communicate electronically with member communities' leadership and their designated contacts and technicians.

The ICC will be expected to attend all meetings of the Iroquois Caucus, including general assemblies, Grand Chiefs meetings, working group meetings and issues meetings with Iroquois Caucus technicians.

REPORTING RELATIONSHIP:

The position reports to the Leadership of the Iroquois Caucus providing verbal and written reports and when the Iroquois Caucus meets.

The coordinating community will designate an elected official who will serve as a primary contact to provide advice and direction to the Iroquois Caucus Coordinator. This ensures consistent operational support and performance feedback while maintaining the Caucus' collective direction.

PURPOSE AND SCOPE OF THE POSITION:

This is a full-time professional position, reflecting senior-level responsibilities and requiring strong leadership, strategic planning, and high-level coordination skills. Serving up to seven (7) Iroquois First Nations in Ontario and Quebec, the Iroquois Caucus Coordinator provides comprehensive information sharing, strategic coordination, liaison, and administrative support to the Iroquois communities. The ICC

will operate under the most recent Iroquois Caucus Terms of Reference (TOR) and ensure that the IC TOR are followed.

RESPONSIBILITIES:

1. Conduct research, as appropriate, in support of advancing political and intergovernmental advocacy and relations.
2. Draft letters, position papers, press releases and other documents as required.
3. Collaborate with Iroquois Caucus Community Technicians.

Meeting Coordination:

The key administrative function of the position is to coordinate, attend and be the official recorder for all Iroquois Caucus meetings including:

1. Organize and execute the logistical requirements for successful Iroquois Caucus and Working Group meetings, including meeting facilitation as required.
2. Ensure that all the required administrative tasks and logistics associated with all Iroquois Caucus meetings (general assemblies, Grand Chiefs meetings, working group meetings and issues meetings with technicians) are successfully carried out, including but not limited to:
 - a. Identify possible meeting site and arrange meeting rooms.
 - b. Book a block of hotel rooms for participants.
 - c. Arrange coffee, snacks, refreshments for meeting breaks and lunch for participants for the duration of the meeting.
 - d. Prepare, finalize, and distribute agenda in consultation with Caucus members, a minimum of 2 weeks prior to a meeting.
 - e. Compile and disseminate meeting material related to agenda items ahead of scheduled meeting.
 - f. Invite presenters and/or special guests for IC meetings as requested by the Caucus.
 - g. Attend and act as the official recorder for all meetings.
 - h. Coordinate and assist with any other meetings as requested by the Iroquois Caucus.
 - i. Provide a draft record of decision and follow up reports to Caucus members within 2 weeks following a meeting.
 - j. Provide update or briefing notes on follow-up action items within 3 weeks following a meeting.Liaise with Iroquois Caucus communities, through their designated contacts and technicians, to acquire updates on decisions and follow-up actions.

Communication:

The ICC will be responsible to:

1. Implement and follow the Iroquois Caucus Communications Plan.
2. Maintain internal and external communications.
3. Liaise with other First Nations Organizations.
4. Liaise with other Indigenous organizations as necessary or requested by the Iroquois Caucus.
5. Maintain the Iroquois Caucus website and establish IC email address.

Financial Monitoring and Budgeting:

The ICC, in partnership with the IC coordinating community responsible for managing IC funds, will be responsible to:

1. Prepare annual Iroquois Caucus budget for IC approval and review and monitor budget throughout the fiscal year.
2. Securing IC member annual contributions, including arrear reminders.
3. Monitor third party contracts and services as directed by the Caucus.
4. Provide financial reports, quarterly and at year-end, on the financial situation of the Caucus.
5. Arrange for signing authority with a member First Nation to manage the flow-through funding arrangement, including the coordinator's weekly pay, suppliers, contracts (i.e., hotel and catering).
6. Ensure payment of debts incurred on behalf of the Iroquois Caucus.

Additional Administrative Functions:

The ICC will be responsible for:

1. Maintaining all Iroquois Caucus files and documents including the establishment of a document repository.
2. Asset management of technology belonging to the Iroquois Caucus.

Qualifications:

- Post-secondary education in one or more of the following fields of study: First Nations studies, public administration, business administration, political science, public relations, or project management.
- Minimum of 2-3 years of experience working in an administrative or coordination role.
- Experience in coordinating, planning, and facilitating meetings.
- Experience in notetaking, recording and preparing meeting minutes and decisions.
- Experience monitoring and reporting on budgets.
- Excellent written and oral communication skills.
- Excellent research and analytical skills.
- Experience with writing letters, position papers, briefing notes, and press releases.
- Familiarity with First Nations organizations, Federal and Provincial governments.
- Self-motivated and able to work independently without supervision.

Terms of Contract:

The Iroquois Caucus Coordinator position is an **independent service contract**.

The compensation range for the full-time Iroquois Caucus Coordinator service contract is \$75,000 - \$90,000. Compensation reflects the expanded responsibilities, professional expertise required, and the critical role in coordinating high-level intergovernmental relations across all Iroquois Caucus member nations. The contractor will be responsible to self-fund benefits (CPP/EI/CRA remittance) as well as insurance.