



# RAVEN INDIGENOUS IMPACT FOUNDATION

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## **PROJECT COORDINATOR, Type 2 Diabetes Reduction Initiative (Mino-Ayawin)**

(Full-time remote position based within Canada)

**The Raven Indigenous Impact Foundation (RIIF)** is a registered Indigenous charity established in 2017. Our mission is to improve the wellbeing of Indigenous Peoples and Mother Earth. We research and co-create supportive financial solutions in climate and health - centering the needs, traditions, and voices of Indigenous communities. RIIF is part of the Raven Group made up of [Raven Indigenous Capital Partners](#) (RICP) and the [Raven Indigenous Impact Foundation](#) (RIIF). We are headquartered on the traditional territory of the Skwx̱ wú7mesh (Squamish), x̱m̱əθḵəy̱ əm (Musqueam) and səli lwətaʔṯ təməx̱ (Tsleil-Waututh) in what is currently known as Vancouver, BC and have an office in Ottawa, Canada on unceded Algonquin territory.

For more information about our organization and what makes us unique, read all the way to the end and visit our [website](#).

### **What sets us apart:**

- We represent the people we serve—we are Indigenous-led and exclusively support Indigenous enterprises and communities,
- We recognize and respect the interconnectedness of all of creation; relationships underpin everything we do,
- We aspire to be change makers that model a mindset of abundance and apply a strength-based approach to our work,
- We have developed a unique approach to financing important work prioritized by Indigenous communities through what we call Community-Driven Outcomes Contracts (CDOC),
- Culture and ceremony are foundational to our work.

### **About the role**

The Project Coordinator will support the Project Lead and the RIIF team in the effective coordination and implementation of Mino-Ayawin, our type 2 diabetes reduction and prevention Community Driven Outcomes Contracts (CDOC). Mino-Ayawin's mission is to reduce the incidence of diabetes in the four Island Lake First Nations communities, over 5 years, with a suite of community-owned, trauma-informed lifestyle interventions that transform individuals' relationships with their bodies, culture, and the land. The project coordinator's role will be primarily focused on successful coordination of Mino-Ayawin, while also assisting in structuring our internal systems to support future growth.

### **Responsibilities**

- Organizing and implementing systems to support project implementation
- Participating in project ideation and supporting the organization of co-design sessions

- Maintaining project workplans and providing updates in person or in digital format
- Participating in maintaining relationships with partners and stakeholders
- Assisting in preparation of grant proposals and reports, providing initial information and research for grant applications
- Coordinating working group sessions as the Secretary, responsible for minute taking, organizing and follow-up
- Scheduling group meetings, preparing meeting agendas and writing minutes
- Organizing the logistics for our Indigenous Solution Labs and co-design sessions
- Drafting, editing, and preparing correspondence and reports using Word, Excel, Miro, etc.
- Coordinating Outcomes Finance team travel and accommodations upon request
- Making recommendations on expenditures towards events and travel budgets

### **What makes you a great fit**

You are passionate about supporting the well-being of Indigenous Peoples and you can demonstrate this through past experiences and results. You are known for your ability to build relationships and maintain trust, and you thrive in a team environment where you can work collaboratively and effectively. Your attention to accuracy, details and commitment to organization and responsiveness are exemplary. Finally, you are a highly motivated self-starter with an entrepreneurial mindset.

### **Your experience, skills and qualifications**

- Post-secondary education in a related field such as business administration or management studies, degree equivalency/asset qualifications considered on a case-by-case basis
- Minimum 2 years of broad-based coordination experience including scheduling, events management, writing internal communication documents, structuring filing and reporting, relationship management, etc.
- Advanced computer skills, high degree of experience with Microsoft Office Suite and SharePoint
- Demonstrated communication skills to write, edit and proof documents
- Strong attention to detail in evaluating the completion of various phases of a project
- Critical thinking and problem-solving skills are essential
- Understanding and/or experience working in philanthropy, social finance and/or the innovation space would be considered an asset
- English and French bilingualism, written and spoken, would also be considered an asset
- Ability to work in either PST or EST time zones

### **What we offer**

We believe in taking care of oneself. We offer an attractive and comprehensive total compensation package, including a competitive salary, health and wellness benefits, and exciting opportunities for growth and development. Compensation will be commensurate with experience and will fall in the range of \$56,000 - \$70,000 per annum.

### **How to apply**

Interested candidates are invited to submit their resume and cover letter to [marie-josee.parent@riif.ca](mailto:marie-josee.parent@riif.ca) by **December 15th, 2022**.

Only candidates selected for an interview will be contacted. Please note the successful candidate must provide two references.

**Persons of Indigenous ancestry will be given preference. s16(1) CHRA.**