

IFN of Ontario

JOB DESCRIPTION



Job Title	Water Governance Coordinator
Reports To	Director of Intergovernmental Affairs
Location	Hybrid/Remote
Employment Type and Hours of Work	Full Time 37.5 hours, 8:30-4:30 Monday to Friday

Position Summary

The Water Governance Coordinator supports IFN of Ontario (IFN) member communities in strengthening their participation, representation, and capacity within the governance of the Great Lakes and St. Lawrence River systems. Working under the direction of the Director of Intergovernmental Affairs, the position provides coordination, communication, and project support related to water stewardship, environmental priorities, and intergovernmental engagement.

The role works collaboratively with First Nation leadership, technical staff, and external partners to ensure that First Nations priorities, rights, and jurisdiction are reflected in regional water governance processes. The Water Governance Coordinator supports communities in accessing information, building capacity, and engaging in initiatives that promote the protection and long-term sustainability of water systems.

IFN of Ontario will assist communities in this capacity only when requested to do so. and act as an information provider only.

Key Responsibilities

1. Partnerships, Engagement, and Representation

- Build and maintain relationships with IFN member communities, government agencies, and external partners involved in Great Lakes and water governance initiatives.
- Represent IFN of Ontario at meetings, workshops, and forums related to water governance, environmental planning, and intergovernmental discussions.
- Support communication between First Nations, leadership, and external organizations to ensure priorities and concerns are effectively shared.
- Promote recognition of First Nations rights, jurisdiction, and perspectives in water governance processes.

2. Community Coordination and Capacity Development

- Support IFN communities in identifying priorities, needs, and opportunities related to water stewardship and governance.
- Assist in building capacity within communities through coordination of resources, information sharing, and engagement initiatives.
- Facilitate communication between First Nations communities and regional or national initiatives.
- Support communities in participating in programs related to water protection, monitoring, and environmental stewardship.

3. Education, Awareness, and Communications

- Coordinate and support training sessions, workshops, and information-sharing opportunities for IFN member communities.
- Assist in the development of educational materials and outreach tools related to water governance and sustainability.
- Support communication initiatives, including media releases and updates related to project activities.
- Promote awareness of First Nations water priorities and sustainable practices.

4. Research, Policy Support, and Information Coordination

- Conduct research related to water governance, environmental policy, funding opportunities, and emerging issues affecting First Nations communities.
- Monitor developments in environmental legislation, water governance frameworks, and intergovernmental agreements.
- Support the collection, coordination, and sharing of information relevant to IFN communities.
- Assist in identifying gaps, trends, and opportunities to strengthen First Nations participation in water governance.

5. Program Coordination, Reporting, and Project Support

- Develop and maintain workplans outlining project goals, activities, timelines, and expected outcomes.
- Prepare reports, briefing notes, and updates for IFN leadership and funding partners.
- Support financial tracking and reporting requirements associated with project funding.
- Maintain records of meetings, engagement activities, and project progress.
- Ensure alignment with IFN policies, procedures, and reporting obligations.

Working Relationships

- **Director of Intergovernmental Affairs and IFN Leadership**
Provides direction, oversight, and strategic guidance related to project priorities and intergovernmental initiatives.
- **IFN Staff and Program Teams**
Collaborates with internal teams to support environmental, policy, and community-based initiatives.
- **Member First Nation Communities**
Works closely with Chiefs and Councils, technical staff, and community representatives to support engagement and participation.
- **External Agencies and Government Partners**
Engages with provincial, federal, and regional partners involved in water governance and environmental initiatives.

Qualifications

Education and Experience

- Post-secondary diploma or degree in Environmental Studies, Indigenous Studies, Public Administration, or a related field.
- Minimum three to five (2–3) years of experience in program coordination, environmental initiatives, or community engagement.
- Experience working with First Nation communities, leadership, or governance structures.
- Experience supporting projects involving environmental policy, water stewardship, or intergovernmental collaboration is an asset.
- Experience preparing reports, proposals, or briefing materials.
- Understanding of First Nation governance, environmental priorities, and community-based service delivery.

Core Competencies

- **Community Engagement and Cultural Awareness**
Ability to work respectfully and collaboratively with First Nation leadership and communities.
- **Research and Policy Awareness**
Ability to gather, analyze, and interpret information related to water governance and environmental issues.
- **Communication and Facilitation**
Ability to present information clearly and support meetings, workshops, and engagement sessions.
- **Organization and Project Coordination**
Ability to manage multiple priorities, timelines, and reporting requirements.

- **Relationship Building**
Ability to develop and maintain strong working relationships with diverse stakeholders.
- **Professional Integrity and Accountability**
Maintains confidentiality and demonstrates professionalism in all aspects of work.

Work Environment

The Water Governance Coordinator works in a hybrid environment, including remote work and engagement with IFN of Ontario's leadership, staff, and member communities.

The position involves regular communication with community leadership, participation in meetings, and coordination of project activities across multiple stakeholders. Work may include attending regional meetings, training sessions, and conferences.

Physical and Sensory Demands

Work primarily involves extended periods of computer use, virtual meetings, and document preparation. The position requires sustained concentration when reviewing reports, coordinating information, and managing project documentation.

Travel may involve extended periods of sitting and active participation in meetings and community engagement sessions.

Travel Expectations

Travel is a regular component of this position. The Water Governance Coordinator, is expected to travel to IFN member communities, regional meetings, and project-related events as required. Travel may include overnight stays.

Conditions of Employment

- Satisfactory Criminal Record Check
- Valid driver's licence and reliable transportation
- Ability to travel, including overnight travel

Disclaimer

This job description outlines the general nature and level of work expected of the position. Duties and responsibilities may evolve over time to meet the operational needs of IFN of Ontario.

Acknowledgement

Employee Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____