

TERM CONTRACT

AIAI Tobacco Research and Engagement Project

Position : Community Liaison – Delaware Nation

Accountability: Reports to the AIAI Project Lead/Coordinator

Project Description

The Tobacco Research and Engagement Project (The Project) will facilitate internal research, engagement, and data collection in AIAI member First Nations communities to enable First Nations to better understand the impact tobacco has in their communities as an economic driver both in and outside of the industry.

The project includes: community information sessions in member First Nations; an environmental scan of existing community capacity, barriers, and gaps for the tobacco industry. It also includes a professional economic data analysis, reporting and information sharing with the communities, as well as the development of an AIAI position paper to present to the Federal and Provincial governments.

Project Principles

The Project will be guided by the following core principles designed to protect the communities:

1. Council will maintain authority on all final decisions.
2. Businesses within the community will be maintained.
3. All revenue sharing must create opportunities for the communities.
4. Participation in the project creates no obligation for First Nations to sign an agreement with the province.

Position Description

The Project requires one (1) Community Liaison position for the Delaware Nation. A Community Liaison will be hired by AIAI to carry out the mandate of garnering information related to tobacco and the tobacco economy within the Delaware Nation. They will work closely with the AIAI Project Lead/Coordinator to facilitate the Tobacco Project within the Delaware Nation.

The Community Liaison is a five (5) month contract position with an intended start date of September 2017 ending in January 2018. It is not expected that the Community Liaison will be required to work a full time schedule.

Responsibilities

1. Gather critical tobacco data from community, businesses, and other relevant sources within the community;
2. Assist in the facilitation of information sessions in the community;
3. Inform the Project Lead/Coordinator of key information, information sources, and information gaps;
4. Connect the Project Lead/Coordinator to community members and other potential and key data sources as required;
5. Compile all relevant research and data for presentation to the Project Lead as requested; and
6. Provide bi-weekly reports to the Project Lead/Coordinator outlining research/work progress.
7. Complete the assigned duties as outlined by the AIAI Project Lead/Coordinator

Requirements

1. Strong connections and relations in the community;
2. Knowledge and awareness of tobacco businesses/industry in the community;
3. Knowledge of and access to key information sources in the community as related to the project;
4. Approachable, respectful, and willing to work as part of a team;
5. Confidentiality and trustworthiness: ability to be trusted with sensitive and confidential information;
6. Strong communication skills:
 - Ability to discuss tobacco and related issues with community and business people in productive manner
 - Ability to relay information and data to interested parties and staff in a full, clear, concise, and appropriate manner
 - Ability to provide data in detailed and organized manner
7. Research skills:
 - Ability to identify information sources and compile relevant data
 - Ability to keep detailed records of data and sources, while respecting ethical and confidentiality requirements
8. Ability to identify necessary tasks in collaboration with the lead researcher

Work Environment

The successful applicant will be expected to work from a home office environment and have the basic communication requirements such as internet connection, email, telephone or cell phone communication etc. A budget will be provided to cover basic home office expenses.

Compensation

- \$10 000.00 over the five (5) month contract.
- Bi-weekly payments of \$1000.00

APPLICATION DEADLINE: September 15, 2017 (or until filled)

Please submit a covering letter and a resume with three (3) references to:

ATTENTION: Hiring Committee
Association of Iroquois and Allied Indians
387 Princess Avenue
London, Ontario, N6B 2A7
Email: gstonefish@aiai.on.ca
Phone: (519) 434-2761
Fax: (519) 679-1653

The Association of Iroquois and Allied Indians would like to thank all those that apply, however, only those who are granted an interview will be contacted