

## **Employment Opportunity – Program Coordinator**

### **CICADA – Centre for Indigenous Conservation and Development Alternatives**

CICADA is a multidisciplinary research centre that supports indigenous peoples' collective 'life projects' to generate innovative regimes of environmental protection and alternative visions of development. We bring together the projects and programs of more than seventy co-investigators and collaborators undertaking partnered research with indigenous peoples globally, including the Americas, Africa, Australia, Asia and the Circumpolar North. We are based at the Department of Anthropology at McGill University in Montreal, Quebec, Canada.

We are seeking a creative and motivated **Program Coordinator** who is fully trilingual in English, French and Spanish, to coordinate the centre's activities and oversee our communications strategy.

### **Key Responsibilities**

#### **Research, Outreach and Advocacy**

- Network, facilitate engagements and build and nurture relationships with other organisations, community groups, indigenous communities and organisations, educational institutions, researchers, technical experts, affiliated students and activists
- Research and pursue new funding opportunities, and build relationships with existing and potential funders and support institutions and foundations
- Keep abreast of pertinent issues and situations that our indigenous partner organizations confront, and coordinate response to urgent matters as they may arise
- Help to orchestrate centre members' inputs to national and international law and policy reform related to conservation initiatives prioritizing indigenous lifeways, livelihoods and knowledge
- Develop, implement and oversee specific awareness-raising and advocacy campaigns that may target governments, industries, institutions, national and international organisations and other stakeholders, pertaining to CICADA themes

#### **Communications**

- Oversee the public relations and communications initiatives of the centre, nurturing relationships with the centre's various stakeholders, including academic members, indigenous partner organizations, students, funders/donors, media outlets, other organizations and the general public
- Maintain channels of communication with researchers and indigenous partner organizations and respond to information requests from within and outside the organization
- Respond to media requests and proactively engage with conventional, independent and social media

- Monitor publications in the media as well as pertinent list-serves, and track developments in research projects in order to compile relevant information for website updates, e-mail bulletins and periodic newsletters
- Create new content for the centre's website to reflect its ongoing activities and developments with indigenous partner organizations as they arise
- Write content for newsletter to be distributed in print and electronic format, offering updates on the activities of the centre, pertinent developments in issues confronting our partner organizations and other issues of concern to the centre
- Oversee e-mail listserv, drafting and sending periodic updates on the centre's activities, including developments with research projects and partner organisations

### **Event Planning**

- Assist Director and Administrative Officer with event planning for multi-day conferences
- Assist in outreach to conference participants and planning of conference program

### **Essential Skills Required**

- Graduate degree in anthropology, international development, indigenous studies, environmental studies or related area, and/or equivalent experience/training
- English/French/Spanish fully trilingual with strong written and oral communication skills
- Strong understanding of the complexities and issues related to conservation and alternative development initiatives as pertaining to indigenous peoples globally
- Experience working with indigenous communities and organizations
- Experience with campaign organization, chairing meetings, giving public presentations and facilitating group discussions and collaborations
- Experience with project management, including financial development and management
- Strong organizational skills, including attention to detail
- A cooperative attitude and ability to work both autonomously and as a team member
- Capable of managing multiple projects; flexible and effective prioritizing
- Passion for social justice and steadfast commitment to the defense of the environment and human rights
- Creative, enthusiastic and professional

*This position is full-time; compensation is commensurate with qualifications and experience.*

**Application process:** Please send your CV, cover letter and the names and contact details of three referees to [cicada.coord@mcgill.ca](mailto:cicada.coord@mcgill.ca) by December 31, 2019, with "Program Coordinator position – [your name]" in the e-mail subject line. Only those applicants selected for an interview will be notified. No phone calls please. Candidates must be legally eligible to work in Canada. Position start date: flexible.