

Association of Iroquois and Allied Indians



Full Time – Permanent

Housing, Lands and Infrastructure - Policy Manager

The AIAI Housing, Lands and Infrastructure Policy Manager will promote and advance the principles of AIAI and its Member Nations pertaining to Housing, Lands and Infrastructure through the development and implementation of an AIAI Housing, Lands and Infrastructure Strategy/Strategies. The Policy Manager will also lead a team to advocate and address Member Nation's priorities in this sector.

REPORTS TO: Director of Operations

JOB DUTIES:

- Promote and advocate the ongoing interests of the AIAI Member Nations in relation to Housing, Lands and Infrastructure.
- Operate/manage special projects and/or events as identified/mandated by the Member Nations.
- Maintain communications with AIAI leadership, Member Nations, appropriate organizations, committees, and funding agencies to obtain support in addressing the needs and priorities of the AIAI Member Nations pertaining to this sector.
- Relay First Nations' political positions relating to Housing, Lands and Infrastructure.
- Ensure expenditures for program are within budget limits.
- Provide information to Member Nations on programs and delivery mechanisms.
- Liaise between the Federal and Provincial Governments and their agencies, and the Member Nations to ensure effective communications and negotiations on relevant issues.
- Identify issues/conflict between existing and/or proposed Provincial/Federal legislation, regulation, and policy and First Nation requirements as identified by AIAI member First Nations.
- Summarize, analyze, and provide briefings to the AIAI Chiefs Council and/or Member Nations as necessary on directives, objectives, and issues pertaining to this sector and affecting Member Nations.
- Participate in meetings with the Chiefs of Ontario, Assembly of First Nations, Provincial/Territorial Organizations, Tribal Councils, and First Nations as appropriate.

- Provide information to the AIAI Chiefs Council and Member Nations for lobby packages outlining resource needs and First Nation-led solutions.
- Coordinate and implement the activities of related committees.
- Ensure annual work plans and budget requirements are prepared.
- Ensure funding proposals to potential sources of financial support are submitted.
- Compose activity reports for presentation to the Director of Operations, AIAI Chiefs Council (including the AIAI Portfolio holder), and funding agencies.
- Manage the development of written information, educational material, and creative content relevant to the sector for AIAI Member Nations' distribution.
- Provide leadership for the development of an annual plan and/or three-to-five-year plans, as required.
- Report regularly on results achieved.
- Oversee and supervise the staff of the Government Relationships and Law-Making Sector.

REQUIREMENTS:

- Diploma or degree in related field or at least five (5) years equivalent work experience.
- Knowledge of First Nations and organizations, including their political roles and structure.
- Knowledge of First Nations rights and current, needs, and goals relating to housing, lands and infrastructure.
- Possess group facilitation and planning skills.
- Demonstrate effective organizational skills.
- The ability to analyze and summarize government initiatives and related legislation policies, reports, position papers, and program services for First Nations.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to coordinate and facilitate meetings.
- Ability to travel extensively with a valid driver's license.
- Native ancestry preferred.
- Computer literate.

WORK CONDITIONS:

- Travel is required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Remote Workplace – option.

SALARY: \$68, 332 - \$82, 000 - Dependent on qualifications and experience.

APPLICATION DEADLINE: April 11th, 2025, @ 4:30 P.M.

Please submit a cover letter and resume along with three references (two employment related) to the attention of:

Geoff Stonefish, Director of Operations

Association of Iroquois and Allied Indians

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London, Ontario

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