



FSIN

Program Coordinator
Technical Support
 **Treaty Rights Protection Fund**

"The Federation is committed to honouring the spirit and intent of the Treaties, as well as the promotion, protection and implementation of the Treaty promises that were made more than a century ago."

Primary Function:

The Federation of Sovereign Indigenous Nations (FSIN) is currently looking for a passionate and driven individual to coordinate our Treaty Rights Protection Fund (TRPF). Under the direction of the Executive Member Portfolio holder, the successful applicant will be responsible for managing and coordinating the administrative operational functions of the TRPF. This role is key in supporting the effective execution of TRPF Tribunal meetings, implementing Tribunal decisions, and providing efficient governance and coordination in administering the program.

DUTIES AND RESPONSIBILITIES:

- Coordinate and schedule TRPF Tribunal and internal meetings with Portfolio Holder and Legal advisor.
- Process and track TRPF decisions for action, ensuring appropriate follow-up.
- Maintain and organize TRPF documentation, including funding applications, decisions, and legal files.
- Collaborate with legal counsel on litigation support documents and timelines.
- Maintain secure, confidential filing systems – physical and digital – for all TRPF related matters.
- Manage intake, assessment, and organization of TRPF applications, including funding requests from First Nations.
- Assist applicants with eligibility requirements and documentation requirements.
- Coordinate the preparation of reports, summaries, and briefing materials for FSIN Executive and Tribunal Members.

Administrative and Financial Oversight

- Ensure all TRPF contracts and agreements have proper financial approvals and compliance documentation.
- Assist with basic budget tracking and liaise with Finance on disbursements and reconciliations.
- Maintain financial logs for TRPF activity, expenditures, and commitments.

- Record and distribute meeting minutes, implement action items, and resolutions for all TRPF sessions.
- Track follow-up items from meetings and ensure timely completion.
- Support year-end reporting for TRPF.
- Maintain the calendar of TRPF Meetings and deadlines.

Meetings

- Prepare and distribute meeting packages for TRPF Tribunal and Portfolio Holder.
- Book meeting space, video conference links, or travel arrangements as needed.
- Coordinate with Legal Counsel and the Executive Member to develop and prepare agenda items.
- Confirm attendance, prepare agendas, and meeting itineraries.

Liaison/Communication

- Liaise between the Portfolio Holder, legal counsel, Tribunal members, and external applicants.
- Communicate TRPF procedures, decisions, and updates to First Nations, applicants and FSIN Staff.
- Maintain confidentiality in all correspondence, calls, and file handling.
- Respond to phone and email inquiries regarding TRPF with professionalism and discretion.

Other

- Other duties may be assigned from time to time.

Qualifications:

Education

- A post-secondary degree or diploma in Business Administration, Indigenous Studies, Public Policy, Political Science, or a related field would be an asset.

Experience

- 3-5 years in a related field.
- Computer skills – Microsoft Word, Excel, PowerPoint, Outlook, Internet, Zoom.
- A combination of education and experience will be considered.
- Knowledge and understanding of First Nations customs, culture and history.

*Salary is based on **FSIN's** own established grid and commensurate with qualifications and experience.*

Only candidates selected for interviews will be contacted.

APPLICATIONS MUST BE RECEIVED BY 12:00 noon on Friday June 13th, 2025.

Submit resumés to: Email: hrinfo@fsin.com