



Program Coordinator

Canadian Roots Exchange (CRE) works to bring together Indigenous and non-Indigenous youth to engage in dialogue and break down harmful stereotypes that divide communities. CRE organizes four main types of activities: reconciliation exchange programs, educational workshops, youth-led conferences, and community events hosted by trained local facilitators. Our programs lead to a greater understanding of Indigenous realities and build stronger connections between Indigenous and non-Indigenous youth.

Job Description:

Canadian Roots Exchange is excited to be recruiting a full-time Program Coordinator for the *newly developed* **Toronto Youth Reconciliation Initiative** (TYRI) program. The TYRI model is based on CRE's Youth Reconciliation Initiative program that has been offered nationally for the last four years. The project is generously funded by the Ontario Trillium Foundation.

The Program Coordinator will work closely alongside a Program Manager and together they will be responsible for the recruitment, training, and supervision of a team of 36 youth facilitators aged 18 to 29 who will, with community partners, deliver interactive workshops that will challenge harmful stereotypes and champion reconciliation between Indigenous and non-Indigenous youth. This project will engage 3,600 participants through a delivery of 240 youth-to-youth workshops over 3 years in Toronto.

A successful applicant will be tasked will assist with ensuring the success of this new program through relationship building, recruitment, budget management, and evaluation. The candidates will be working out of a shared office space provided at the University of Toronto and will be supervised by the Co-Executive Director(s) and/ or Program Manager(s). The position encompasses many different duties and CRE is seeking to recruit a flexible and versatile candidate.

Responsibilities of this role:

- Recruit and support Indigenous and non-Indigenous youth who will facilitate dialogues with local youth participants across the greater Toronto area
- Promote CRE, our programs, and solicit new partnerships with Toronto Public, Catholic, and private school systems
- Responsible for the supervision of trained Indigenous and non-Indigenous youth facilitators
- Support youth facilitators in design, delivery, and evaluation of workshops
- Plan and implement three capacity building trainings for youth facilitators during the year
- Evaluate the program on an ongoing basis, formally and informally, as well as gathering

- feedback from multiple stakeholders
- Assisting in the writing of grant reports

Candidates should have:

- Minimum 2 years of professional experience working with young people
- Strong ability and motivation to work effectively from a distance
- Experience working with First Nations, Inuit, or Métis communities/organizations.
- Experience working with community-based organizations and newcomer communities is also an asset.
- Experience in program design, delivery, and coordination
- Strong facilitation and interpersonal skills
- Computer literacy: strong capacity in using MS Word, Excel, and Google Docs platforms
- The ability to manage a diverse workload, prioritize tasks, and work both independently and collaboratively
- A sense of humour and positive attitude
- A willingness to work evenings/weekends on occasion for special events
- Excellent written and oral communication skills

Other requirements

- As a condition of hiring, the successful candidate will be required to submit a vulnerable sector criminal record check
- Canadian Roots Exchange is a youth-based organization with a commitment to ensuring equitable involvement of young persons at our board, staff and volunteer levels. Candidates from Indigenous, newcomer, racialized and other marginalized communities are highly encouraged to self-identify in the cover letter. CRE program alumni are also encouraged to self-identify.

Salary and Start Date

We hope that the successful candidate will commence in late May-early June, 2017. This is a full-time and permanent contract with a 6 month probationary period. The successful candidate will receive benefits and between \$35,000-\$40,000 per year commensurate with experience.

Application Process

To apply please send your resume and cover letter in either MS Word or pdf format describing your relevant experience and interest in this position. The deadline to apply is 5pm (EST) Tuesday, May 23, 2017. Applications and inquiries should have "TYRI Program Coordinator Application" in the subject line and be sent to jobs@canadianroots.ca.

Please note that only short-listed candidates will be contacted.

For more information about Canadian Roots Exchange, visit our website: www.canadianroots.ca