



POSITION: Rural Program Manager

Job term: Full-time, Contract concludes March 31, 2020 (possibility of renewal)
Start date: November 2018
Locations: Saskatoon, Toronto, or Montréal
Closing date: October 12th (6pm EST)
Compensation: \$65,000 - 70,000 + benefits
Requirements: 5+ years in project coordination and supervising staff in the youth sector

Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous peoples.

At Canadian Roots Exchange, we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth across Canada for over nine years through exchange programs, youth leadership development, educational workshops in schools, and national gatherings.

Your impact

As we expand our national presence, we are looking for a **Rural Program Manager** to lead our recently launched programming in rural Canada, build and strengthen relationships with communities across Canada, and oversee the programming for our community-to-community exchanges.

Rural Programming

As a part of the [Canada Service Corp](#), CRE is growing its presence in rural Canada through relationship building, hosting forums on reconciliation in rural Canada, and by placing youth teams in select regions across Canada to undertake community service projects that address reconciliation. The Rural Program Manager will:

Toronto Office

Canadian Roots Exchange
956 College Street
Unit B
Toronto, ON M6H 1A5

Saskatoon Office

Canadian Roots Exchange
University of Saskatchewan
Lower Place Riel, Room 80
Saskatoon, SK S7N 5A3

Montréal Office

Canadian Roots Exchange
Temps Libre
5605, avenue de Gaspé, local 106
Montréal, QC H2T 2A4

- Develop and launch programming aimed at engaging Indigenous and non-Indigenous youth
- Recruit and support Indigenous and non-Indigenous youth who will facilitate dialogues with local youth participants in regions across Canada
- Oversee the training of youth facilitators and other volunteers
- Support program coordinators and youth facilitators in design, delivery, and evaluation of workshops and community service projects
- Plan and implement capacity building trainings for youth facilitators and volunteers
- Promote CRE, our programs, and build relationships with community partners
- Evaluate programming on an ongoing basis, formally and informally, as well as gathering feedback from multiple stakeholders
- Communicate with program stakeholders and, internally, with staff and volunteers
- Manage projects and workshops, including planning logistics, scheduling, and monitoring budgets (with the support of the Operations & Finance Manager)
- Report on programming for grant agencies and partner organizations
- Manage staff, including their hiring, training, and supporting their ongoing development

Exchanges

Exchanges involve groups of 10-20 youth (ages 14-29) travelling to communities to *exchange* knowledge and teachings. Typically, CRE runs 4-6 exchanges a year, and in the past, these have included Rankin Inlet, Saskatoon, Whitehorse, Halifax, Manitoulin Island, Toronto, and Six Nations ([Exchanges](#)). In the summer of 2018, CRE ran an exchange in partnership with the Junior Economic Club of Canada, which focused on policymaking, and another for female-identifying youth called Kontihnekaha:wi (They carry the water), which explored Indigenous women's perspectives and experiences with reconciliation. The Rural Program Manager will:

- Collaborate with staff to identify communities, themes, and partners for the exchanges
- Guide program coordinators in the planning of exchanges, both logistics and programming
- Manage relationships with community partners
- Track exchange budgets
- Report to funders on program outcomes and deliverables

Additionally, the Rural Program Manager will be a member of CRE's management team, along with the Executive Director, National Program Manager, and Operations & Finance Manager. They will contribute to the strategic direction of CRE and the overall operational management of the organization.

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This role requires the successful candidate to spend 15-20% of their time travelling within Canada, with periodic evening and weekend work.

Who you are

- **You see the bigger picture.** You have a deep appreciation and respect for the history, culture, and autonomy of Indigenous peoples. You have experience working with First Nations, Inuit and Métis communities/organizations and believe in using your skills and talents to advance reconciliation.
- **You have a vision.** Drawing on your experience working with youth and Indigenous Peoples, you bring passion and excitement, as well as ideas and plans for reconciliation youth programming.
- **You are a relationship builder and collaborator.** You are focused on people and communities, value personal and professional relationships, and love any opportunities to work with others.
- **You are a mentor and coach.** You understand the value of personal growth and actively support those around you. You want to see CRE's staff and volunteers succeed and give them the opportunities to do so.
- **You are a communicator.** You can clearly convey your thoughts and expectations in writing and verbally, and you can accurately interpret what what people tell you. Bilingualism in English and French is an asset, as is knowledge of any languages Indigenous to Turtle Island.
- **You are detail-oriented.** Although you see the big picture, the minutiae do not escape you. You are able to balance multiple projects: monitoring the moving pieces, overseeing teams in locations across Canada, planning logistics, and controlling budgets above \$200,000.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are happy to work hours outside the typical 9-5 and to travel for work.
- **You are calm and supportive.** It's rare to see you flustered. You excel in the face of ambiguity. People feel at ease coming to you with issues and concerns. You are always happy to help.
- **You are a self-starter and leader.** If you see a problem, you are the sort of person who fixes it. You are accomplished at delegating tasks and bringing people together to complete projects.
- **You like to get your hands dirty.** More than just multitasking, you enjoy doing a bit of everything, be it budgeting, speaking engagements, consoling youth, or office cleaning.

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Compensation

- Salary: \$65,000 - \$70,000 based on experience and education
- Vacation: 3 weeks and statutory holidays
- Health Benefits: will begin following a 3-month probationary period
- Phone Allowance: \$40 a month
- Other: RRSP contribution that is 5% of salary

Application Method

As a part of your application, please provide a cover letter that introduces yourself and shares your passion for working with youth (especially youth in Indigenous, racialized, and newcomer communities). In your cover letter, please indicate your preference for which CRE office you would like to work from. Candidates must be available for an hour and a half interview on the dates listed below. Also if you have any questions, you can contact Tristan Smyth, Operations and Finance Manager, at tristan@canadianroots.ca.

You can submit a completed application (cover letter and résumé) to jobs@canadianroots.ca as a single PDF with the following file naming convention:

ProgMang_LastName.FirstName.pdf

Ex: Saskatoon_ProgMang_Smyth.Tristan.pdf

Hiring Process

1. Contact for interview (by October 16 at noon)
2. Interview (October 22 or 23)

Canadian Roots Exchange is committed to equitable representation and access. Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

As a condition for hiring, successful candidates are required to submit a vulnerable sector check. Successful candidates must also have a valid driver's license.

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