



## **POSITION: National Program Coordinator (Multiple Vacancies)**

**Job term:** Part-time (14 month contract until May 30, 2020)  
**Hours:** 22.5 hours per week  
**Start date:** April 2019  
**Locations:** Across Canada  
**Closing date:** March 7th (6pm EST)  
**Compensation:** \$22-\$27 an hour  
**Requirements:** Must have 2+ years experience in project coordination in the youth sector

### **Who we are**

Repairing relationships between Indigenous and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced systemic inequality that has and continues to deeply impact Indigenous communities today. This is unacceptable in any country. 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 (CRE), 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 facilitating dialogue between Indigenous and non-Indigenous youth across Canada (ages 15-29) for over ten years through exchange programs, youth leadership development, educational workshops, and national gatherings.

### **Your impact**

As we expand our national presence, we are looking for **National Program Coordinators** to support our growing National Youth Reconciliation Initiative (<http://canadianroots.ca/yri/>) and strengthen CRE's relationship with local communities across Canada. Candidates can be based out of one of our offices in Saskatoon, Toronto, or Montréal; we are also very receptive to applications from strong candidates in other regions of Canada.

- Recruit Indigenous and non-Indigenous youth who will facilitate dialogues with local youth participants in regions across Canada
- Supervise and train youth facilitators and other volunteers
- Support youth facilitators in the design, delivery, and evaluation of workshops
- Promote CRE, our programs, and build relationships with community partners
- Plan and implement capacity building trainings for youth facilitators and volunteers

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#### **Toronto Office**

Canadian Roots Exchange  
489 College Street  
Suite 203  
Toronto, ON M6G 1A5

#### **Saskatoon Office**

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

#### **Montréal Office**

Canadian Roots Exchange  
6750 avenue de l'Esplanade  
bureau 102  
Montréal, QC H2V 4M1



- Evaluate programming on an ongoing basis, formally and informally, as well as gathering feedback from stakeholders
- Communicate with program stakeholders and, internally, with staff and volunteers
- Manage projects and workshops, including planning logistics, scheduling, and monitoring budgets
- Report on programming for grant agencies and partner organizations
- Facilitate workshops on topics, such as Indigenous history, treaties, anti-oppression, and cultural solidarity for various audiences

This role requires the successful candidate to travel regularly within their region, including 2-3 trips a year within Canada. It will also require periodic evening and weekend work. As this is a part-time role, hours are flexible. This role reports directly to the National Program Manager (Toronto based).

### 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 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 communicator.** You can clearly convey your thoughts and expectations in writing and verbally, and you can accurately interpret what people tell you. Bilingualism in English and an Indigenous language to Turtle Island or French is an asset.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are able to work hours outside the typical 9-5 and to travel for work.
- **You are calm and supportive.** Whether you're an energizer or a quiet soul, 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: \$22-\$27 an hour based on experience and education
- Vacation: 4% paid out each pay period
- Other: \$20 monthly cell allowance

### **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). If you are willing to work in either office, please indicate your first choice in the file name and second choice in your cover letter. If you have any questions, please contact Tristan Smyth, Operations and Finance Manager, at [tristan@canadianroots.ca](mailto:tristan@canadianroots.ca).

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

NaProgCoor\_LastName.FirstName.pdf

Ex: NaProgCoor\_Smyth.Tristan.pdf

### **Hiring Process**

1. Contact for interview (mid March)
2. Interview (March 21 and 22)

**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.**

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