



POSITION: Rural Program Coordinator

Job term: Part-time (12 month contract until March 31, 2020)
Hours: 22.5 hours per week
Start date: April 2019
Locations: Across Canada
Closing date: March 14th (6pm EST)
Compensation: \$22-\$27 an hour
Requirements: Must have 2+ years experience in project coordination in the youth sector, working specifically with rural communities, and a valid driver's license

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

In support of our Rural Youth Reconciliation Initiative (RYRI), we are looking for a **Rural Program Coordinator** to join our team. As a part of the project, they will support youth teams, build partnerships and strengthen relationships with rural communities, assist in the programming of community-to-community exchanges, and coordinate community forums. 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. Your tasks include:

- Recruit Indigenous and non-Indigenous youth teams that will undertake projects to promote reconciliation in their community
- 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

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



- Plan and implement capacity building trainings for youth facilitators and volunteers
- Coordinate 10 community forums across Canada
- 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 the history of colonization, treaties, anti-oppression, and solidarity for various audiences
- Undertake other tasks as assigned

This role requires the successful candidate to travel regularly within their region, including 4-5 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 Rural 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 tech savvy.** Be it the G-Suite, Microsoft products, or video-conferencing, you know your way around a computer and feel comfortable exercising your digital skills.
- **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 within Canada.
- **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.

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



- **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, supporting youth, or office cleaning.

Compensation

- Salary: \$22-\$27 an hour based on experience and education
- Vacation: 4% paid out each pay period
- Other: \$40 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). In your cover letter, please indicate your preferred office location. If you have any questions, please 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:

Rural_LastName.FirstName.pdf
Ex: Rural_Smyth.Tristan.pdf

Hiring Process

1. Contact for interview (end of March)
2. Interview (March 25 and 26)

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 and proof of a valid driver's license.

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