
POSITION: Office Coordinator

Job term:	Full-time, 1 year contract (possibility of renewal)
Hours:	35 hours per week
Start date:	May 2019
Locations:	Toronto
Closing date:	April 12th (6pm EST)
Compensation:	\$43,000 - \$48,000 + benefits
Requirements:	2+ years administrative experience

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 (ages 13-29) across Canada for over a decade through exchange programs, youth leadership development, educational workshops in schools, national gatherings, and the launch of a National Indigenous Youth Network.

Your impact

CRE is an expanding organization, and our offices and staff are growing across the country. Reporting to the Operations & Finance Manager, we are seeking an **Office Coordinator** to provide administrative support based out of our Toronto office to our national team, which includes offices in Saskatoon and Montréal. Your duties will include:

- Coordinate the community usage and events bookings in the Toronto office
- Act as point-person with office landlords and building managers
- Build and maintain strong vendors relationships
- Purchase office supplies for the entire organization
- Handle incoming phone calls and emails
- Coordinate staff meetings and internal communications

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



- Assist in organizing office events
- Support the onboarding and training of new employees
- Lead the Workplace Safety and Office Plant Care Committee
- Provide administrative support to the Operations & Finance Manager
- Undertake other duties as assigned

Who you are

- **You are people-oriented and relationship-driven.** You are focused on people and communities, value personal and professional relationships, and love opportunities to work with others. You want to see others succeed.
- **You are organized and detail-oriented.** Although you see the big picture, the small details do not escape you. You are able to balance multiple projects and timelines. The thought of improving existing procedures excites you, and you find joy in systems that make your coworkers' lives easier.
- **You are analytical and a problem-solver.** If you see an issue, you are eager to figure out why there is a problem and then roll up your sleeves and fix it.
- **You are a communicator and a listener.** You can clearly convey your thoughts and expectations in writing and verbally, and you can interpret what people tell you. Bilingualism in English and French is a strong asset, as is knowledge of any languages Indigenous to Turtle Island.
- **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 like to get your hands dirty.** More than just multitasking, you enjoy doing a bit of everything, be it budgeting, picking people up from the airport, or office cleaning.

Compensation

- Salary: \$43,000 - \$48,000 based on experience and education
- Vacation: 3 weeks and statutory holidays
- Health Benefits: will begin following a 3-month probationary period
- Other: RRSP employer contribution that is 5% of salary

Application Method

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As a part of your application, please provide a cover letter that introduces yourself and your experience in relevant HR roles and, especially, any opportunities you have had to work with Indigenous communities. 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:

OfficeCoor_LastName.FirstName.pdf

Ex: OfficeCoor_Smyth.Tristan.pdf

Hiring Process (Approximate Dates)

1. Contact for interview (April 14)
2. Interview (April 22-26)

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.

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