



POSITION: Programming & Community Engagement Coordinator (INDIGENOUS ONLY)

Job term: Full-time (14 month contract until May 30, 2020)
Hours: 35 hours per week
Start date: April 2019
Locations: Saskatoon
Closing date: March 14th (6pm EST)
Compensation: \$40,000-\$50,000 + benefits
Requirements: Applicants must be First Nations, Inuit, and/or Métis; have 2+ years experience in project coordination in the youth sector; and hold 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 (ages 15-29) across Canada 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 an Indigenous **Programming & Community Engagement Coordinator** to support our growing National Youth Reconciliation Initiative (<http://canadianroots.ca/yri/>) and strengthen CRE's relationship with communities across Saskatchewan.

National Youth Reconciliation Initiative (70%)

- 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

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
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bureau 102
Montréal, QC H2V 4M1



- Plan and implement capacity building trainings for youth facilitators and volunteers
- 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

Community Engagement (30%)

- Develop and launch programming aimed at Indigenous and non-Indigenous youth
- Promote CRE, our programs, and build meaningful partnerships with community leaders
- Plan and implement programs, projects, and events in Saskatchewan
- 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 Saskatchewan, with 2-3 trips a year within Canada. It will also require 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 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 a language Indigenous to Turtle Island 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.

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- **You are a self-starter and leader.** If you see a problem, you are the sort of person who takes initiative to fix 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.

Compensation

- Salary: \$40,000 - \$50,000 based on experience and education
- Vacation: 3 weeks and statutory holidays
- Health Benefits: will begin following a 3-month probationary period
- Other: RRSP contribution that is 5% of salary and monthly cell allowance

Application Method

This position is for First Nations, Inuit, and/or Métis candidates only. 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 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:

Saskatoon_LastName.FirstName.pdf
Ex: Saskatoon_Smyth.Tristan.pdf

Hiring Process

1. Contact for interview (late March)
2. Interview (April 1-5)

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 must hold a valid driver's license and are required to submit a vulnerable sector check.

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