



## **POSITION: Gathering Program Assistant (Canada Summer Jobs)**

**Job term:** Full-time, 16 week contract  
**Hours:** 35 hours per week  
**Start date:** Mid to late May 2019  
**Locations:** Montréal  
**Closing date:** April 30th (6pm EST)  
**Compensation:** \$18 per hour  
**Requirements:** Demonstrated strong attention to detail. Bilingualism is an asset

### **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 an National Indigenous Youth Network.

### **Eligibility**

As this is a Canada Summer Jobs position, applicants must be aged 15-30 at the start of the position, and you must be either a Canadian citizen, permanent resident, or someone granted refugee protection by the Canadian government.

---

**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



## Your impact

In preparation for our 8th National Annual Gathering in Montréal in February 2020, we are searching for a **Gathering Program Assistant** to support our planning team. Working alongside the Mobilization Coordinator and Events Manager, the Program Assistant will:

- Provide logistics support to the Gathering Planning Committee
- Coordinate the Gathering Planning Committee, including scheduling meetings, taking minutes, and following-up on action items
- Recruit members for the Youth Programming Committee
- Coordinate the Youth Programming Committee, including scheduling meetings, taking minutes, and following-up on action items
- Liaise with potential vendors in securing quotes for services
- Participate in staff meetings and other staff events
- Support summer programming in Montréal
- Undertake other tasks as assigned

## Who you are

- **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.
- **You are people 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 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 a self-starter and team player.** If you see a problem, you are the sort of person who works to fix it. You have experience 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, supporting youth, or office cleaning.

## Compensation

- Wage: \$18 an hour
- Vacation: 4% payment

---

**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



## **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 have any questions, you can 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:

Gathering\_LastName.FirstName.pdf

Ex: Gathering\_Smyth.Tristan.pdf

**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.**

---

### **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