

United Way Toronto & York Region

POSITION:	Intern, Indigenous Collaboration, (Full-time, Contract)
DEPARTMENT:	Community Impact
REPORTS TO:	Senior Manager, Indigenous Collaboration
EFFECTIVE DATE:	March 2018
BASIC FUNCTION:	Support Senior Manager in partnership with Indigenous community leaders to co-create and implement an Indigenous Collaboration Framework that will enhance and build relationships and knowledge within and between members of the Indigenous communities, United Way and the community at large

MAJOR RESPONSIBILITIES:

- Support the development of relationships, structures and tools to support the co-design of an Indigenous Collaboration Framework with internal and external stakeholders and partners, including action plans, goals and high level outcomes
- Contribute to the identification of areas of alignment with the Truth and Reconciliation Commission's (TRC) Calls to Action and United Way's Strategic priorities and develop recommendations to advance dialogue on reconciliation
- Assist with planning for external stakeholder mobilization to contribute to United Way's work including ways to foster new partnerships and further develop existing relationships with a range of organizations and sectors
- Contribute to the design of tools and processes to ensure that diverse perspectives are meaningfully included and inform ongoing learning and framework development
- Provide input on Indigenous priorities and engagement and to initiatives led by internal stakeholders including the Human Capital, Resource Development, Donor Stewardship, and Community Impact teams.
- Gather relevant data from multiple sources, synthesize and prepare information for further analysis, develop solutions and recommendations

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QUALIFICATIONS:

- Knowledge of Indigenous communities' priorities including familiarity with Indigenous stakeholders in Toronto and York Region
- Experience with engaging community
- Ability to take initiative and effectively move projects to completion with a diverse set of stakeholders and leverage subject matter expertise
- Ability to successfully navigate changing priorities
- Strong political awareness, sound judgment, problem solving and decision making skills
- Strong communication skills (both written and verbal)
- Good analytical skills and able use independent judgement to problem solve

PLEASE NOTE:

As this position is based on a grant, candidates must

- identify as from a First Nation, Métis or Inuit background
- be registered with Miziwe Biik Aboriginal Employment and Training

United Way gratefully acknowledges contributions of Service Canada and Miziwe Biik Aboriginal Employment and Training.

