



POSITION: Intern, Indigenous Collaboration, (Full-time, 1 Year Contract)

DEPARTMENT: Community Impact & Strategy

REPORTS TO: Senior Manager, Indigenous Collaboration

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
- Act as a subject matter expert on Indigenous priorities and engagement and, where reasonable, contribute 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

QUALIFICATIONS:

- Knowledge of Indigenous communities' priorities including familiarity with Indigenous stakeholders in Peel, Toronto and York Region
- Experience with engaging community
- Project management skills
- 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
- Post-secondary education in a related field and combination equivalent work-related experience preferred

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.

Service
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Interested candidates please click to [here](#) to apply no later than **May 25, 2018**.



We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.

UWGT offers accommodation for applicants with disabilities in our recruitment process. If you are contacted by UWGT regarding a job opportunity, please advise if you require accommodation.

About United Way Greater Toronto:

United Way Greater Toronto is dedicated to fighting local poverty in all its forms, working with communities in Peel, Toronto, and York Region. Together with our partners, we create opportunities for a better life for everyone across our region. As the largest non-governmental funder of social services in our region, United Way Greater Toronto mobilizes people and resources to support a network of agencies that help people when and where they need it most. Join United Way's #UprisingofCare and help us build a region where poverty has no power. unitedwaygt.org

Diversity & Inclusion:

At United Way Greater Toronto, we're committed to developing an inclusive workplace with deep roots in the communities we serve. We encourage candidates from diverse backgrounds, including those who may need accommodation, to apply to join our team. Our commitment to excellence in diversity goes further than promoting equity. By incorporating a variety of backgrounds, perspectives and ideas we create opportunities for innovative solutions — and better results that maximize the impact of our work.