



JOB DESCRIPTION

Position Title: Indigenous Education Coordinator Trainee

Department: Education

Reporting to: Manager, School Visits

Key Relationships: Manager, Recreational Learning
Education Officers
PT Educators
Registrar, School Visits

Type of Employment: Contract

Period of Employment: April 1, 2019-March 31, 2020

As this position is based on a grant the candidate must identify as from a First Nation, Métis or Inuit background.

Must be registered with Miziwe Biik Aboriginal Employment and Training.

Summary of Function:

Reporting to the Manager, School Visits, this position will work collaboratively with the full and part time Education team to review Indigenous content throughout our Education programs. The daily expectations for this position will be to support all administrative and programming tasks of the School Visits team, including program registration, materials preparation and program delivery. As the candidate becomes more familiar with our routines and programs, a critical lens to program renewal within existing School Visits programs will be required. In addition, the development of a new, Indigenous Arts program that fits within the overall programming framework of School Visits will be proposed. This position will also work with the Recreational Learning team to support program development for an Indigenous Arts-focused camp program for implementation in Summer 2019 and/or March Break 2020.

DUTIES

Planning & Execution

- Supports the daily delivery of School Visits program, including shadowing, training and if comfortable, teaching of programs.
- Work with the School Visits team on an Indigenous Arts program (visual or performing arts as determined by comfort level and prior knowledge of successful candidate)
- Work with the Recreational Learning team to develop an Indigenous Arts camp program for implementation in Summer 2019 and/or March Break

🕒 Harbourfront centre

2020

- Assist other team members as required

Content Development

- Develop training resources, including the delivery of professional development training sessions focused on Indigenous Arts practices and/or teaching Indigenous content for all Education staff members

Customer Service

- Provide exceptional customer service to all visiting school groups, teachers, students, campers and/or camp families;
- Support the Registrar, School Visits in processing of School Visits registrations .

Communications

- Maintain a weekly Indigenous news email to internal staff members, highlighting current events, activities and topics in the media;
- Liaise with departments and outside groups to support implementation and renewal of Education programs with Indigenous content

Workplace Health and Safety

- All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct.

Skills & Requirements Essential Criteria

- Post-secondary education focusing on Education and/or the Arts, or relevant work experience in an Education setting.
- 2-years' experience in a comparable role in an arts related not-profit organization.
- Strong oral and written communication skills for all applications
- Superior organizational, time and project management skills
- Strong attention to detail
- Excellent interpersonal skills, able to work in a team environment

Efforts

- Job involves freedom of movement- standing, sitting, walking
- Job involves occasionally lifting boxes
- Job may require prolonged periods of time at a desk with the regular efforts of an office environment

Working Conditions

- Works with deadlines and varying schedules.
- Working conditions are a normal office environment with the usual risks and discomforts, no special safety precautions required
- Working conditions may include overtime, and could require weekend work. Work schedule will be adjusted accordingly.