



TEACH FOR
ENSEIGNER POUR LE
CANADA

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JOB OPPORTUNITY WITH TEACH FOR CANADA

Community Engagement and Indigenous Relations Coordinator

Teach For Canada is looking for a hard-working change-maker to join our Community Engagement and Indigenous Relations team.

The Basics

Job term:	Full-time, contract
Salary range:	\$42,000 per year, prorated to contract duration
Contract dates:	April 20, 2020 – December 31, 2020
Location:	Toronto, ON
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	March 6, 2020
Interview dates:	Online interviews: March 13-14, 2020 Interviews and Office Experience: March 24, 2020
Requirements:	Applicants must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor
Desired experience:	1 - 2 years' experience working in an office environment Experience working with First Nations is an asset

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations in the movement to make education more equal. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a Community Engagement and Indigenous Relations Coordinator, this means working occasional weekends throughout the duration of the contract. Work-life balance is a priority, and we provide lieu time off for high-intensity work periods.

If you prefer working alone, dislike uncertainty, and adhere to a very strict schedule, then Teach For Canada probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every single day, then we want to hear from you.



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Your Responsibilities

The Community Engagement and Indigenous Relations Coordinator will report to the Director of Community Engagement and Indigenous Relations to help facilitate the department's projects and goals. Specific responsibilities include:

- Support the planning and execution of Advisory Council Meetings in July 2020 and January 2021. The bi-annual Advisory Council Meetings serve to foster continued dialogue and advice from community partners to inform our programming
- Support the 2020 Northern Education Fair; a trade show of education resources
- Support the 2020 Meet the Teachers Day; a day where selected teachers and community representatives have an opportunity to get to know each other
- Plan and lead activities with students from community partners while they are visiting in Toronto
- Support the planning and implementation of interviews with community partners involved in a community-led research and evaluation project, including logistical, note taking, and communication
- Draft newsletter to update and promote communication with community partners
- Develop presentations and social media tools that promote effective public awareness and communication
- Collaborate with other Teach For Canada departments to ensure that our collective work is community-centered
- Support the department's weekly, quarterly, and annual planning and review processes to reach and improve on the department's goals
- Support internal engagements such as monthly lunch and learns
- Assist with the department's ongoing data management and research, including preparing and importing information into Salesforce
- Support other team logistics and project management duties as required

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the history, culture, and goals of Indigenous communities in Canada. You care that goals are reached in the right way.
- **You are a planner:** You prioritize and plan to effectively meet competing deadlines.
- **You are detail oriented:** You believe that if something is worth doing, it is worth doing right—every single time. You plan ahead and proactively solve challenges.
- **You communicate clearly:** You write well and speak eloquently. You appreciate nuanced language that is inspirational and honest.
- **You are a team player:** You recognize the strengths of others, collaborate well, and crave feedback.

Application Process

Please send **one** PDF file containing a resume and cover letter addressed to Katie Vander Wielen, to apply@teachforcanada.ca by **5:00pm Friday, March 6, 2020**.

Teach For Canada is an equal opportunity employer. As an organization that works with First Nations, we value Indigenous perspectives in the workplace and strongly encourage Indigenous candidates to apply.

This job opportunity has been made possible through Service Canada and Miziwe Biik Aboriginal Employment & Training's Job Creation Partnership.



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