



JOB DESCRIPTION

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

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, 2020-March 31, 2021

Summary of Function:

Under the supervision of the Manager, School Visits, the Indigenous Education Coordinator Trainee will support all initiatives of the Education team. During the twelve-month placement, the successful candidate will shadow and support a number of different roles in the Education team. This will include time supporting Education Officers in their daily teaching capacity, the Registrar in all administrative processes, and the Manager in ongoing program development, renewal and what is required of overseeing a large scale, experiential learning program. Through the duration of the position, ongoing tasks related to the personal goals of the successful applicant will be identified and an action plan will be developed to support required skills for completion. This staff member will also work towards delivery of programs in School Visits, development of new programming initiatives, and support the operations of the Summer Camp (2020) and March Break Camp (2021)

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 2020 and/or March Break

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2021

- 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
- Must be registered with Miziwe Biik Aboriginal Employment and Training.

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.

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