



POSITION: National Programming Assistant

Toronto

Job term:	Full-time, 1-year contract
Hours:	35 hours per week
Start date:	April 6th, 2020
Closing date:	March 16th, 2020 (6pm EST)
Compensation:	\$23/hour + benefits
Requirements:	2+ years experience in administration or project coordination is an asset

Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous Peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous Peoples.

At CRE, we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth (ages 13-29) across Canada for over a decade through exchange programs, youth leadership development, educational workshops in schools, national gatherings, and the launch of a National Indigenous Youth Network.

Your impact

CRE is a growing organization, and we are hiring staff across the country. This role will lead our communications team, which includes graphic design, marketing, videography, photography, social media, marketing, web design, and translation. Reporting to the Director of National Programming, we are seeking a **National Programming Assistant** to:

- Provide administrative support in data entry, documentation organization and reporting.
- Assist in the planning of staff retreats.
- Assist in the operation of programs, including offering administrative support and note taking.
- Liaising with internal departments and external partners as necessary.
- Coordinate administrative needs such as organizing the YRI database, using Google Suite and Slack.
- File financial reports on a timely manner, using reconciliation forms and following all processes.
- Undertake other tasks as assigned.

Who you are

- **You are a strong writer, communicator, and listener.** You can clearly convey your thoughts and expectations in writing and verbally, and you can accurately interpret what people tell you. Bilingualism in English and French is a strong asset, as is knowledge of any languages Indigenous to Turtle Island.
- **You see the bigger picture.** You have a deep appreciation and respect for the history, culture, and autonomy of Indigenous Peoples. You have experience working with First Nations, Inuit and Métis communities/organizations and believe in using your skills and talents to advance reconciliation.
- **You are a relationship builder and collaborator.** You are focused on people and communities, value personal and professional relationships, and love any opportunity to work with others.
- **You are detail-oriented.** Although you see the big picture, the minutiae do not escape you. You are able to edit grammar and spelling in both official languages.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are happy to work hours outside the typical 9-5 and to travel for work.
- **You are calm and supportive.** It's rare to see you flustered. You excel in the face of ambiguity. People feel at ease coming to you with issues and concerns. You are always happy to help.
- **You are a self-starter and leader.** If you see a problem, you are the sort of person who fixes it. You are accomplished at delegating tasks and bringing people together to complete projects.

Compensation

- Salary: \$23/hour
- Vacation: 3 weeks
- Health Benefits: will begin following a 3-month probationary period
- Other: RRSP employer contribution that is 5% of salary

Application Method

As a part of your application, please provide a cover letter that introduces yourself and shares your passion for working with youth (especially youth in Indigenous, racialized, and newcomer communities). If you have a portfolio of relevant work, we would love to see it. In your cover letter, please indicate your preference for which CRE office you would like to work from. If you have any questions, you can contact jobs@canadianroots.ca. No phone calls, please.

You can submit a completed application (cover letter, résumé, and Miziwe Biik Client Registration form) to jobs@canadianroots.ca as a single PDF with the following file naming convention:

NatProAssistant_LastName.FirstName.pdf

Ex: ProgramAst_Smyth.Tristan.pdf

Canadian Roots Exchange is committed to equitable representation and access. Candidates applying for this position must be registered with Miziwe Biik Aboriginal Employment & Training.

