



## POSITION: Special Projects Assistant

### Toronto

<b>Job term:</b>	Full-time, 1-year contract
<b>Hours:</b>	35 hours per week
<b>Start date:</b>	April 6th, 2020
<b>Closing date:</b>	March 16th, 2020 (6pm EST)
<b>Compensation:</b>	\$23/hour + benefits
<b>Requirements:</b>	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 people 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 assist our Special Projects team, which plans large events across Canada. Reporting to the Manager of Special Projects, we are seeking a **Special Projects Assistant** to:

- Assist in the planning and execution of events and special projects.
- Assist in the operation of planning committees including offering administrative support and building planning documents.
- Liaising with internal departments and external partners as necessary to complete Special Project goals
- Coordinate administrative needs such as monitoring general event emails; support with travel for speakers/attendees; monitor ticketing accounts
- Support relationships with external vendors and partners as requested to administer details around contracts, scheduling and specific needs.
- 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](mailto: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](mailto:jobs@canadianroots.ca) as a single PDF with the following file naming convention:

SPAssistant\_LastName.FirstName.pdf

Ex: SpecProjectsAst\_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.**

