

TITLE: Community Outreach Coordinator

POSITION STATUS: Full-Time, 1 year contract with potential to renew

SUPERVISION RECEIVED: Waa-Naadmaaged, Shingwauk Site Search Coordinator

SALARY: \$70,000.00 per annum

LOCATION: Operations based in Sault Ste. Marie with hybrid option. Travel required.

PRIMARY FUNCTION: Working under the supervision of the Waa-Naadmaaged (Shingwauk Site Search Coordinator), the community facilitators will support engagement with 85 Indigenous communities from which children were forced to attend Shingwauk Residential Schools, as well as Knowledge Keepers and Elders as appropriate. Engagement will focus on the development and implementation of cultural and communications protocols that will guide the search, fieldwork and commemorative activities undertaken by CSAA and its partners. Approximately 50% of staff time will be spent in First Nation communities.

Responsibilities to include:

- Supervision of Community Outreach Facilitators, including work plan development and monitoring
- Coordinate coverage for absences, holidays and other gaps
- Share information on the Shingwauk Site Search with identified First Nation communities
- Assist in convening both online and face-to-face meetings with First Nation communities
- Maintain and coordinate schedules for presentations and communications
- Assist in soliciting feedback from stakeholders and partners
- Assist in organizing events and gatherings, including promotion and execution
- Liaise with other team members for event & presentation coordination

Skills Preferred:

- Demonstrated, strong written and oral communication skills
- Demonstrated, strong sense of empathy
- Ability to organize and work independently and as a team player
- Demonstrated lived experience with Indigenous communities and survivors of residential school and their intergenerational impacts
- Familiarity with computer word processing and presentation applications (MS Office or Google Suite) and videoconferencing applications (Zoom, WebEx, or Google Meet)
- Previous training with trauma-informed care & practices
- Fluency or familiarity with an Indigenous language of Ontario is a strong asset
- Knowledge of Indigenous community protocols

Qualifications:

- Lived experience, College Diploma or Bachelor of Arts
- Lived experience with Indigenous communities and survivors of residential school and their intergenerational impacts
- Previous experience with community engagement or facilitation
- Previous supervisory experience
- Must be legally entitled to work in Canada
- Ability to travel
- G-level Driver's License

Please submit a letter of application and CV to jude.ortiz@algomau.ca **by Thursday, May 26th**, at 4:00 PM. Applications received by this deadline will be assured of consideration, though the posting remains open until the position is filled.

The position is open to all qualified applicants, although preference will be given to Indigenous peoples, Canadian citizens and permanent residents of Canada. NORDIK Institute is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. NORDIK Institute invites and encourages applications from all qualified candidates from equity-seeking groups, (Indigenous peoples, racialized persons, women, persons with disabilities, and LGBTQQIP2SA+ persons) who may contribute to further diversification of our Institution.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by NORDIK Institute throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate will be required to provide a Police Records Check (Vulnerable Sector) as a condition of employment, however only convictions that would preclude the candidate from working with vulnerable populations would be considered relevant.