



**TEACH FOR
ENSEIGNER POUR LE
CANADA**

JOB OPPORTUNITY WITH TEACH FOR CANADA **Teacher Recruitment and Selection Coordinator**

Teach For Canada is looking for a hard-working change-maker to support our teacher selection and matching process.

The Basics

Job term:	Full-time, contract
Salary:	\$40,000 per year, prorated to contract
Contract duration:	August 16, 2021 – March 31, 2022, with the potential to hire to a permanent role
Location:	Currently a remote working position. Will eventually require occasional travel to Toronto office dependent on public health guidelines due to COVID-19
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	until filled
ZOOM Interview process:	Intro Interview (rolling) 1-hour interview 1 pre-interview task Virtual office experience
Requirements:	Candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor. More information on how to register with Miziwe Biik can be found under “Application process”
Desired experience:	1-2 years’ experience working in HR, marketing or related fields Proven customer service skills Proficient in Microsoft Excel, Google Suite and Salesforce Experience working in an education setting would be a strong asset

Our Approach

Education in Canada is a success story. Study after study shows that our public schools are among the best in the world. But high overall quality masks deep inequality. Only 48 percent of First Nations youth living on reserve have a high school diploma. In the North, those numbers are even lower. And, too often, teachers arrive in northern First Nations without the preparation and support they need to succeed—and stay—in the classroom. The twin challenges of teacher supply and turnover compound historical injustice and systemic inequities to produce a statistical education gap between First Nations and non-First Nations communities.

Teach For Canada is a non-profit organization that works with northern First Nations to recruit, prepare, and support committed teachers who will increase student outcomes in



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the North. This model has been defined by First Nations community partners, our Circle of Advisors, our Board of Directors, and experienced northern educators.

Our Culture

Teach For Canada has a supportive work culture and offers a variety of benefits to its team members including access to physical and mental wellness supports, flexible hours, and professional development opportunities.

On our team we are fortunate to have a committed, experienced, talented, and humble group of leaders. Together, this team works hard to create meaningful impact. If you're looking for a multi-faceted, energizing, and rewarding work environment, then we want to hear from you!

Your Responsibilities

The Teacher Recruitment and Selection Coordinator reports to the Director of Teacher Recruitment and supports the recruitment, selection, and matching processes within the Teacher Recruitment department. Specific responsibilities include:

- Support the Teacher Recruitment department by: maintaining job postings, conducting headhunting activities, designing and posting ads on social media and supporting the development and scheduling of selection and recruitment webinars,
- Support the teacher selection process by: reviewing applications, evaluating written applications, collecting teacher materials, conducting reference checks and inputting data into Salesforce,
- Oversee department emails and communicate with teacher, principal, and TA/paraprofessional applicants regarding general inquiries, and notifications regarding their selection status,
- Support interview weekends by: coordinating logistics for teacher interviews, collecting resources and materials from teacher applicants, providing day-of support, organizing and collecting physical and digital interview rubrics and recordings, arranging catering, booking flights and accommodations, and facilitating expense reimbursements,
- Manage the process of recording, storing, and uploading interview videos for Teach For Canada's community-teacher matching database, and preparing offline matching database USBs to send to community partners,
- Organize data in Salesforce, Google Calendar, YouCanBookMe, and Dropbox
- Support monthly qualitative and quantitative analysis through in-house data management, research, applicant feedback and insight from community partners,
- Support annual and quarterly review and planning on departmental objectives as well as strategic pivots to reach ambitious teacher and principal recruitment targets,
- Prepare handover files for Teacher Development, and collaborate with other departments to maximize Teach For Canada's collective impact



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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 detail oriented:** You are thorough in your work; you take the time to ask questions and ensure accuracy.
- **You are tech savvy:** You are proficient with Microsoft Excel and Google Suite and you learn new tech quickly. Experience with Salesforce and YouCanBookMe is a strong asset.
- **You are a planner:** You prioritize and plan to effectively meet competing deadlines.
- **You communicate clearly:** You communicate concisely and appreciate nuanced language that is motivating and honest.
- **You are a collaborative self-starter:** You recognize the strengths of others, work well in a team, and seek feedback but are not afraid to take initiative.

Application Process

Please send your resume, cover letter and completed Miziwe Biik client registration form to apply@teachforcanada.ca by **11:59pm August 6, 2021**.

This job opportunity has been made possible through Service Canada and Miziwe Biik Aboriginal Employment & Training. To be eligible for this position, candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor. In order to register with Miziwe Biik, candidates must be Indigenous, Inuit or Métis (non-status or status), they must be unemployed or underemployed, and live within the GTA (see map below). Registration forms can be found on the last page of this posting and sent to reception@miziwebiik.com to set up an appointment with an employment specialist. A completed client registration form and resume will be required for the appointment.

Teach For Canada is an equal opportunity employer and is committed to building a diverse and inclusive team. As an organization that works with First Nations, we value Indigenous perspectives in the workplace.

Teach For Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.



MIZIWE BIIK

Service
Canada



Greater Toronto Area

