



TEACH FOR
ENSEIGNER POUR LE
CANADA

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JOB OPPORTUNITY WITH TEACH FOR CANADA

Community Engagement and Indigenous Relations Coordinator

Teach For Canada is looking for a hard-working change-maker to join our Community Engagement and Indigenous Relations team.

The Basics

Job term:	Full-time, contract
Salary range:	\$38,000 - \$42,000 per year, prorated to contract duration
Contract dates:	December 10, 2018 - August 9, 2019
Location:	Toronto, ON with occasional travel
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	October 19, 2018
Interview dates:	Initial phone interviews: October 29 - November 5 Full interviews: November 13 - 15, & 17
Requirements:	Applicants must have a valid G class driver's license
Desired experience:	1 - 2 years' experience working in an office environment Experience working with First Nations is an asset

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. First Nations often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations in the movement to make education more equitable. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a Community Engagement and Indigenous Relations Coordinator, this means working occasional weekends throughout the duration of the contract. Work-life balance is a priority, and we provide lieu time off for high-intensity work periods.

If you prefer working alone, dislike uncertainty, and adhere to a very strict schedule, then Teach For Canada probably isn't right for you. But if you're looking for a fun, fast-paced, multi-faceted, energizing, and rewarding work environment that will push you every single day, then we want to hear from you.



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Your Responsibilities

The Community Engagement and Indigenous Relations Coordinator will report to the Director of Community Engagement and Indigenous Relations to help facilitate the department's projects and goals. Specific responsibilities include:

- Support the planning and execution of two Advisory Council Meetings in January and July of 2019. The bi-annual Advisory Council Meetings serve to foster continued dialogue and advice from community partners to inform our programming
- Support the Northern Education Fair; a trade show of education resources
- Support the Meet the Teachers Day; a day where selected teachers and community representatives have an opportunity to get to know each other
- Plan and lead activities with students from our community partners while they are visiting in Toronto
- Draft newsletter to update and promote communication with community partners
- Develop presentations and social media tools that promote effective public awareness and communication
- Aid in the distribution of Teach For Canada's first calendar created from student submissions
- Assist in organizing a callout to artists and entrepreneurs from our community partners
- Collaborate with other Teach For Canada departments to ensure that our collective work is community-centered
- Support the department's weekly, quarterly, and annual planning and review processes to reach and improve on the department's goals
- Support internal engagements such as monthly lunch and learns
- Assist with the department's ongoing data management and research, including preparing and importing information into Salesforce
- Perform other Community Engagement and Indigenous Relations duties as required

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 a planner:** You prioritize and plan to effectively meet competing deadlines.
- **You are detail oriented:** You believe that if something is worth doing, it is worth doing right—every single time. You plan ahead and proactively solve challenges.
- **You communicate clearly:** You write well and speak eloquently. You appreciate nuanced language that is inspirational and honest.
- **You are a team player:** You recognize the strengths of others, collaborate well, and crave feedback.



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Application Process

Please send **one** PDF file containing a resume and cover letter highlighting the skills and experience you will bring to this role, to apply@teachforcanada.ca by **October 19, 2018**. The successful candidate will be required to apply for and obtain a Police Records Check for the vulnerable sector.

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

