



**TEACH FOR
ENSEIGNER POUR LE
CANADA**

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JOB OPPORTUNITY WITH TEACH FOR CANADA

Teacher Selection Coordinator

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

The Basics

Job term:	Full-time, contract
Salary range:	\$38,000 - \$42,000 per year, prorated to contract duration
Contract dates:	Early January 2019 - July 12, 2019
Location:	Toronto, ON
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
Desired experience:	1 - 2 years' experience working in an office environment Proficiency with Microsoft Excel, Google Suite, and survey software

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. Small communities 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 communities in the movement to make education more equal. 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 the Teacher Selection Coordinator, this means working several weekends during the year. 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 Teacher Selection Coordinator supports the selection and matching processes within the Teacher Recruitment department. Specific responsibilities include:

- Organize interview bookings and applicant surveys
- Coordinate applicant flights, hotels, and other logistics for teachers interviews
- Send email notifications to applicants for selection and rejection
- Send invitation emails to references during the selection process
- Pre-screen applicants to ensure they meet basic qualifications
- Evaluate written applications' essays, resumes, and additional documents
- Support with reference calls for teacher finalists
- Support community panelists during interview weekends
- Support the management of Teach For Canada's survey software, including Qualtrics and Vocalize
- Organize data in Salesforce, Google Calendar, booking software, and Dropbox
- Perform other recruitment, selection and matching tasks as needed

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 tech expert:** You are highly proficient with survey software (Qualtrics/Vocalize), Microsoft Excel, and Google Suite. You learn other tech quickly.
- **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 curious:** You enjoy learning about topics in depth and have wide-ranging interests.
- **You are a team player:** You recognize the strengths of others, collaborate well, and crave feedback.

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.

