



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:	\$42,000 per year, prorated to contract duration
Contract dates:	June 1, 2020 – March 5, 2021
Location:	Toronto, ON
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	until filled
Interview process:	1-hour virtual interview 1 pre-interview task
Requirements:	Candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor
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. 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 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 a Community Engagement and Indigenous Relations Coordinator, this means working occasional weekends



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Your Responsibilities

This position is currently a remote working position while the Teach For Canada team is working remotely as per public health recommendations. When public health authorities deem it safe to return to the workplace, this position may be required to report to the Teach For Canada office in Toronto.

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 the Advisory Council Meeting in July 2020. The bi-annual Advisory Council Meetings serve to foster continued dialogue and advice from community partners to inform our programming
- Support the 2020 Northern Education Fair; a trade show of education resources
- Support the 2020 Meet the Teachers Day; a day where selected teachers and community representatives have an opportunity to get to know each other
- Draft newsletter to update and promote communication with community partners
- Develop presentations and social media tools that promote effective public awareness and communication
- 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
- Work with internal staff and community partners to identify updates and additions for the community overviews, including coordinating new community member/student profiles
- Support other team logistics and project management 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 addressed to Zuzana Balazova, to apply@teachforcanada.ca.

To be eligible for this position, candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor. For more information on how to register, contact Miziwe Biik at 416-591-2310 x2000.

Teach For Canada is an equal opportunity employer. As an organization that works with First Nations, we value Indigenous perspectives in the workplace.

This job opportunity has been made possible through Service Canada and Miziwe Biik Aboriginal Employment & Training's Job Creation Partnership.



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