



**TEACH FOR
ENSEIGNER POUR LE
CANADA**

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

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

The Basics

Job term:	Full-time, contract
Hiring salary range:	\$40,010 - \$44,220 per year, prorated to contract
Contract duration:	January 4, 2022 – July 31, 2022
Location:	Currently a remote working position due to COVID-19. Successful candidate will be required to report regularly to our Toronto office, approximately two times per week, once deemed safe by public health guidelines to return to in-person activities
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	until filled
ZOOM Interview process:	Intro Interview 1-hour interview 1 pre-interview task
Required Experience:	Proven customer service skills Social Media marketing experience Proficient in Microsoft Excel and Google Suite
Desired Experience:	Experience working in an education setting Operational knowledge of Salesforce and Canva

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



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Our Culture

Teach For Canada has a supportive work culture and offers a variety of benefits to its team members including flexible hours. In addition to these perks and benefits, Teach For Canada also honours National Indigenous Peoples Day and the National Day of Truth and Reconciliation as statutory holidays; and the last week of every calendar year is paid time off too!

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 fast-paced, innovative, energizing, and rewarding work environment, then we want to hear from you!

Your Responsibilities

The Teacher Recruitment 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 recruitment department by: maintaining job postings, conducting headhunting activities, designing and posting ads on social media
- Support teacher recruitment campaigns by: attending career fairs, information sessions and campus fairs, 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, 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 Fit 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
- 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,
- 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 **one** PDF file containing a resume and cover letter addressed to Zuzana Balazova at apply@teachforcanada.ca. Only candidates selected to move forward in the hiring process will be contacted.

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 and strongly encourage Indigenous candidates to apply.

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.