



**TEACH FOR  
ENSEIGNER POUR LE  
CANADA**

## **JOB OPPORTUNITY WITH TEACH FOR CANADA**

### **Community Engagement Coordinator**

**Teach For Canada is looking for a relationship-focused and detail-oriented person to join our Community Engagement team.**

#### **The Basics**

---

<b>Job term:</b>	Full-time, contract
<b>Hiring salary:</b>	\$40,000 per year
<b>Contract start date:</b>	As soon as possible
<b>Contract duration:</b>	1 year, with the potential to hire to a permanent role
<b>Location:</b>	Currently a work-from-home position, however, the successful candidate may be required to complete some work out of our Toronto office when it is deemed safe
<b>Application method:</b>	Cover letter and resume sent to <a href="mailto:apply@teachforcanada.ca">apply@teachforcanada.ca</a>
<b>Closing date:</b>	Until filled
<b>Interview process:</b>	1-hour virtual interview with a task Virtual office experience
<b>Requirements:</b>	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”
<b>Desired experience:</b>	1 - 2 years’ experience working in an office environment Experience working with First Nations is an asset Project management experience is an 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 the North. This model has been defined by First Nations community partners, our Circle of Advisors, our Board of Directors, and experienced northern educators.



**TEACH FOR  
ENSEIGNER POUR LE  
CANADA**

## **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. 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 a 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 Community Engagement Coordinator will report to the Director of Community Engagement and support Teach For Canada's efforts in our community engagement and community-based programming. Specific responsibilities include:

- Supporting the planning and execution of our bi-annual Advisory Council Meetings, which serve to foster continued dialogue and advice from community partners to inform our programming. Specific tasks include coordinating travel and accommodations for attendees
- Supporting team-wide Indigenous learning, and opportunities to engage with the local Indigenous community
- Coordinating organizational newsletters to update and promote communication with community partners
- Creating presentations and social media tools that promote effective public awareness and communication
- Supporting building relationships with peer organizations, tribal councils, PTOs, and other Indigenous organizations, particularly in those provinces where we work or are expanding into
- Assisting with the department's ongoing data management and research, including managing the department's Salesforce needs, an online system for relationship management
- Supporting the department's weekly, quarterly, and annual planning and review processes to reach and improve on the department's goals

## **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.

## Application Process

---

Please send **one** PDF file containing a resume and cover letter addressed to Zuzana Balazova at [apply@teachforcanada.ca](mailto:apply@teachforcanada.ca).

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 First Nations, 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](mailto: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 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.





# Greater Toronto Area





**MIZIWE BIIK**  
**ABORIGINAL EMPLOYMENT AND TRAINING SERVICES**

**FOR OFFICE USE ONLY**

Projects: C  E

RD  MB  LS

**CLIENT REGISTRATION FORM**

**PERSONAL DATA**

<b>Last Name</b>	<b>First Name</b>	<b>Date of Birth</b> (dd/mm/yy)	<b>Gender:</b> — M — F
<b>Address ( Number &amp; Street )</b>	<b>Apt. No.</b>	<b>City</b>	<b>Province</b>
		<b>Postal Code</b>	
<b>Telephone Number</b>	<b>Message Number</b>	<b>Social Insurance Number</b>	

**Email Address:**

Are you in receipt of  
 Employment Insurance  Canadian Pension Plan   
 Social Assistance  No Income   
 Other (please list)

Social Assistance Office \_\_\_\_\_ OW Caseworker Name / Number: \_\_\_\_\_

For Employment Insurance, who is your Employment Advisor? \_\_\_\_\_

Have you collected Employment Insurance in the past three years? Yes  No   
 Have you collected Maternity or Parental Benefits in the Past five years? Yes  No

How long have you been unemployed? Months \_\_\_\_\_ or Years \_\_\_\_\_

How long ago was it when you accessed a training program? Months \_\_\_\_\_ or Years \_\_\_\_\_

Please list the type of training you have taken \_\_\_\_\_

Are you a Post-Secondary student: Yes  No  Year Graduated HS: \_\_\_\_\_ OSSD  GED

Have you ever been convicted of a criminal offence for which a pardon has not been granted: Yes  No

Housing: Rent:  Home Owner:  Transitional Housing:  Agency: \_\_\_\_\_ Shelter:  Agency: \_\_\_\_\_

**CHARACTERISTICS**

<b>Language Spoken</b> English <input type="checkbox"/> French <input type="checkbox"/> Other <input type="checkbox"/>	<b>Language Written</b> English <input type="checkbox"/> French <input type="checkbox"/>
--	---

**Do you consider yourself** Status On-reserve  Status Off-reserve  Non-status   
 Inuit  Metis

Status Card Registry Number (10 digits): \_\_\_\_\_

First Nations Band \_\_\_\_\_ Province \_\_\_\_\_

**Referred By**  
 Source \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

**Marital Status**

Number of Dependants \_\_\_\_\_

Single  Married or equivalent **A person with a disability is one who, because of a long term or recurring physical or mental condition experiences difficulties in carrying out the activities of daily living.**

Do you require any accommodation in the workplace resulting from a disability as defined above

Yes  No 

If yes, please describe requirement: \_\_\_\_\_

Service Provided By \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Transportation**Driver's License Type \_\_\_\_\_ Access to Transportation  Willing to Relocate **EDUCATION****High School Grade or Equivalency Completed:** \_\_\_\_\_**College:** \_\_\_\_\_ **Discipline** \_\_\_\_\_Year One  Year Two  Year Three **Diploma:** \_\_\_\_\_ **Year Attained** \_\_\_\_\_ **Province of College** \_\_\_\_\_Yes  No **University:** \_\_\_\_\_ **Discipline** \_\_\_\_\_Year One  Year Two  Year Three  Year Four **Degree:** \_\_\_\_\_ **Year Attained** \_\_\_\_\_ **Province of College** \_\_\_\_\_Yes  No **Other Training Programs, Courses, Certificates, or License/Trade Certificates Achieved:**

# CLIENT REGISTRATION FORM

## EMPLOYMENT SOUGHT

<b>Work Preference 1</b>	Years Experience
<b>Work Preference 2</b>	Years Experience

## EMPLOYMENT HISTORY

<b>Current or Last Employer</b> Employer or Company Name	From	To
<b>Job Title</b>	Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
<b>First Previous Employer</b> Employer or Company Name	From	To
<b>Job Title</b>	Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
<b>Second Previous Employer</b> Employer or Company Name	From	To
<b>Job Title</b>	Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>

I verify that the information is complete and correct, and I understand it may be subject to verification. Information on the client registration form is collected for the purpose of providing employment assistance. This information, when provided to Canada, is protected under Canada's Privacy Act and you have the right under the Privacy Act to obtain access to that information from Canada. I hereby authorize the release of any information contained in my application form.

By checking this box you are confirming your information and digital signature is correct.

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**