



JOB OPPORTUNITY WITH TFC-GAKINAAMAAGE Summer Enrichment Program Coordinator

TFC-Gakinaamaage is seeking a hard-working change-maker to support our hybrid Summer Enrichment Program.

The Basics

Job term:	Full-time, contract
Compensation:	\$23.79/hour; 40 hours/week
Contract dates:	May 15, 2023 – August 4, 2023
Location:	Work-from-home position with some in-office work required at our Toronto-based office with requirement to be in Thunder Bay for in-person portion of the Summer Enrichment Program (SEP, July 16-22)* *Travel, accommodation and meal costs will be covered by TFC-Gakinaamaage during SEP
Closing date:	until filled
Interview process	Introductory Interview Two-part interview with a task
Requirements:	This position is funded by the Canada Summer Jobs program, and as such, applicants must be 30 or younger as of December 31, 2023.
Desired requirements:	Must have a valid driving license. Event management experience Experience living or working in a northern First Nation 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.

TFC-Gakinaamaage is a non-profit organization that works with northern First Nations to recruit, prepare, and support committed educators 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.

Our Culture

TFC-Gakinaamaage 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.

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 multi-faceted, energizing, and rewarding work environment, then we want to hear from you!



Your Responsibilities

The [Summer Enrichment Program \(SEP\)](#) is the cornerstone of TFC-Gakinaamaage's community-focused teacher preparation program. The SEP Coordinator is responsible for overseeing the logistical elements of the 2023 Summer Enrichment Program, in collaboration with the Professional Development Manager. Specific responsibilities include:

- Work with the Professional Development Manager to create a work plan and master day-by-day schedule for the one week in-person SEP with the support of the Director of Teacher Development
- Coordinate with our airline partners and Lakehead University to secure flights, accommodation, meals and housing for all teachers and for all staff
- Confirm participation of all presenters at SEP and book their travel and accommodation as needed
- Support with gathering materials needed for SEP (i.e. purchasing, printing) including promotional banners and materials, gifts for presenters, supplies and swag for teachers, and materials for all activities
- Coordinate with Lakehead and SEP staff to ensure all presentation spaces are adequately prepared
- Provide direction to SEP staff regarding logistical and set-up needs
- Work with the Professional Development Manager to effectively coordinate logistics of activities throughout SEP
- Work with the Director of Teacher Development and Professional Development Manager to manage the overall budget for SEP and ensure that it is strictly followed
- Work with all stakeholders (teachers, presenters, staff) to address challenges and problem solve in a fast paced environment
- Lift, transport, load and unload boxes and supplies up to 20 pounds
- Support the Teacher Development team and perform other SEP-related tasks when 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 resilient:** You thrive in a busy work environment and tackle tasks with enthusiasm and an optimistic attitude
- **You are detail-oriented:** You are very organized: You believe that if something is worth doing, it is worth doing right—every single time
- **You are a team player:** You lead by example, recognize the strengths of others, and collaborate well
- **You are tech savvy:** You love technology and learn new technology platforms quickly



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Application Process:

Please send your resume and cover letter addressed to Zuzana Balazova at apply@teachforcanada.ca.

TFC-Gakinaamaage 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.

TFC-Gakinaamaage welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.

This job opportunity has been made possible through the Canada Summer Jobs program.