



JOB DESCRIPTION

INDIGENIZE OUR MINDS EDUCATION OUTREACH PROGRAM COORDINATOR

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Indigenize Our Minds Education Outreach Program Coordinator

II Employment Term & Work Hours:

Term: Contract Position

Hours: 40 hours/week

Salary: \$22/ hours

III Department: Cultural Program

IV Direct Report: Cultural Program Manager

V Position Summary: The Indigenize Our Minds Education Outreach Program Coordinator will commit to providing an Indigenous perspective to Indigenous history, culture, and language in North America to the Toronto and surrounding communities.

To perform this job successfully you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

VI Duties and Responsibilities: Indigenize Our Minds Education Outreach Program Coordinator reports to and takes direction from the Cultural Program Manager. Duties include:

- Ensure all presentations are well designed, vetted and prepared to be sourced as an educational kit;
- Provide training to potential facilitators of all presentations that have been vetted;
- Promote all presentations throughout the city and surrounding areas;
- Provide quotations per request for presentations;
- Book and schedule all presentations;
- Keep a resource list of facilitators, dancers and singers who are interested in facilitating;
- Administration of all presentations;
- Contributes to the team by completing related tasks as required;

VII QUALIFICATIONS:

- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislations and regulations.
- Minimum of 2 years' experience in project management
- Experience in research and developing presentations
- Experience in facilitation training;
- High level of knowledge in Indigenous cultures and language
- Experience developing and delivering programs;
- Anti-oppression perspective
- Prior to contract NCCT will process CPIC with potential candidate

VIII Working Conditions: Travel throughout the GTA, possible evenings and weekends



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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time contract position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to:

**Eric Johnston
Cultural Program Manager
eric.johnston@ncct.on.ca
Position Open Until Filled**

**SUBJECT LINE:
NCCT: Indigenize Our Minds Education Outreach Program Coordinator**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at epohl@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.