

JOB DESCRIPTION

Indigenous Youth Programs

Assistant Coordinator

Parry Sound, Ontario



Position: In partnership, the Georgian Bay Mnídoo Gamii Biosphere (GBB) and the Georgian Bay Anishinaabek Youth (GBAY) are seeking applicants for the Indigenous Youth Programs Assistant Coordinator position. As a Coordinator, you will be responsible for developing and delivering Indigenous cultural and environmental education programs, supporting the development and delivery of GBAY activities, and related programming with GBB's public outreach to a variety of audiences.

Position Responsibilities

1. Develop and deliver in-person and virtual Indigenous/Anishinaabe land-based programs. Including, supporting the facilitation of online workshops and participating in seasonal land-based opportunities.
2. Support the caretaking of Oshkinigig - Wiigwaas Jiimaan (birch bark canoe) as part of land-based learning and reconciliation.
3. Develop and deliver materials of relevant seasonal land-based content to support cross-cultural learning. Including, Kids in the Biosphere, Lessons in a Backpack, co-curating an interpretive display(s), creating promotional materials, and community based events with local and seasonal audiences of various age groups.
4. Support the coordination and administration of Indigenous youth cultural programs, activities, events, and volunteers.
5. Manage a table display at events, operate a point of sale system, communicate effectively with event/program attendees, and present to general audiences on various environmental topics.
6. Provide ongoing administration and office support, liaise on behalf of the GBB and GBAY, write reports and recommendations, and conduct research as needed.
7. Provide occasional field support for the GBB and GBAY, including but not limited to; hiking in rough terrain, paddling and portaging a canoe, harvesting medicines, and bushcrafting safety.
8. Other duties as assigned.

Qualifications

- Previous work experience in public outreach and environmental education.
- Practical experience with regional Indigenous culture and history
- Computer literacy in Microsoft Office and social media applications.
- Effective teamwork and communication skills with peers and supervisors
- Excellent organization skills, leadership, problem solving and professionalism.
- Be highly motivated, independent, and able to travel.
- Be comfortable lifting 50+lbs overhead.
- Hold or be able to obtain a Police Record Check with the Vulnerable Sector Check.

- Valid driver's licence with regular access to a vehicle is an asset.
- First Aid/CPR/AED certified is an asset.
- Relevant experience in environmental studies, Indigenous environmental studies, or Indigenous education.

Supports

- GBB's hiring and standard employee policies and procedures recognize and uphold anti-racist, equitable, and inclusive processes. Including, but not limited to: company laptop for placement use, travel bursaries for work-related opportunities, paid health days, co-created work plan with management support, goal setting, workplace orientation, June 21 and September 30th as paid holidays, and more. Accessibility is an organizational priority.
- Mentorship and capacity building opportunities will be offered regularly. Including, but not limited to: Anishinaabemowin sessions, First Aid certifications, Paddle Canada certifications, interpretive guide training, and online facilitation training.
- Potential for contract extension.

Eligibility

- Between 15 and 30 years of age (inclusive).
- Be a Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada
- Be experiencing one or more barriers to employment; and/or
- Be not in education, employment, or training (NEET).
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Wages: \$19.50/hour + 6% vacation pay

Duration: January 10th, 2022 - June 27th, 2022 with possibility of extension.

Hours: A normal week will be 35 hours. This position works with volunteers and will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: Work will be performed from the GBB office (125 William Street, Parry Sound) as well as from event locations across eastern Georgian Bay, including Killbear Provincial Park.

Application Deadline: 5:00 pm December 13th, 2021

To Apply: Please email resume and cover letter as one PDF document, with the subject line "Application for Indigenous Youth Programs Assistant Coordinator" to Kyla Judge at culture@gbbr.ca. Only successful candidates will be contacted.

This work experience placement is part of the *CreateAction* Inclusive Social Innovation program. The Indigenous Youth Programs Assistant Coordinator will be part of a network of *CreateAction* participants and will join in regular peer learning sessions and evaluation activities delivered by the program partners: the Canadian CED Network, the National Association of Friendship Centres, and the Social Research and Demonstration Corporation.

Funded by the Government of
Canada under the Youth
Employment and Skills Strategy | 