



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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Indigenous Outreach And Program Coordinator

Job ID	0D-BA-8E-4C-81-40	
Web Address	https://careers.indigenous.link/viewjob?jobname=0D-BA-8E-4C-81-40	
Company	University Of Toronto	
Location	Toronto, Ontario	
Date Posted	From: 2024-09-27	To: 2025-03-26
Job	Type: Full-time	Category: Education
Job Start Date	As soon as possible	
Job Salary	\$75,223 - \$96,169 Annually	
Languages	English	

Description

About us:

Home to over 40 departments and institutes, the University of Toronto's Temerty Faculty of Medicine lies at the heart of the Toronto Academic Health Science Network and is a global leader in ground-breaking research and education, spanning clinical medicine, basic science and the rehabilitation sciences sectors.

Your opportunity:

The Office of Indigenous Health, part of Temerty Medicine's Vice Dean of Strategy portfolio, is committed to supporting learners, faculty, and staff throughout the education continuum. Our role involves identifying the necessary resources and providing Indigenous leadership, with the goal of creating culturally safe learning and working environments where Indigenous knowledge is both respected and valued.

As Indigenous Outreach and Program Coordinator, you will play a vital role in supporting the implementation of strategies to engage Indigenous communities and prospective students, representing the Office of Indigenous Health at community events, school fairs, and other outreach activities. You will provide knowledge and administrative support for the delivery of educational programs, curricular content and workshops on Indigenous health, cultural safety, and related topics for students, faculty, and staff in addition to collaborating with academic departments to facilitate the incorporation of Indigenous perspectives into curricular and training modules. Additionally, you will be responsible for planning and coordinating cultural events, including ceremonies and activities, ensuring that cultural programming aligns with the values and needs of the Indigenous communities served. Your deep understanding of Indigenous cultures, histories, and contemporary issues and commitment to enhancing Indigenous health outcomes and fostering an inclusive academic environment will be crucial for our success.

Your responsibilities will include:

- * Supporting the development and implementation of programs and program evaluation
- * Promoting programs and service offerings, liaising with communications staff to coordinate

marketing activities

- * Analyzing and making recommendations for student program enhancements
- * Facilitating educational workshops and seminars
- * Attending fairs, speaking to community members and prospective learners
- * Serving as a resource and support the recruitment of committee members

Essential Qualifications:

- * Bachelor's degree in community development, indigenous studies or related disciplines, or an acceptable equivalent combination of education and experience
- * Minimum four years' related outreach and program experience working within Indigenous (First Nations, Metis, or Inuit) communities and agencies
- * Strong knowledge of Indigenous educational issues, the Truth and Reconciliation Commission Final Report and other resources pertaining to Indigenous contexts (e.g., Royal Commission on Aboriginal Peoples [RCAP])
- * Experience working and collaborating in cross-cultural settings, preferably with Elders, Senators, Knowledge Keepers, Indigenous leaders, communities, and organizations
- * Clear and demonstrated experience of culturally safe practices when working with Indigenous peoples
- * Experience coordinating education programs and contributing to the development, implementation and evaluation of programming
- * Experience creating marketing and promotional materials, developing presentations and drafting reports
- * Experience facilitating workshops and seminars
- * Demonstrated experience coordinating events and outreach activities; experience speaking in front of large audiences for outreach purposes
- * Experience with data measurement tools, collecting data and the preparation of data reports
- * Advanced level proficiency with MS Office Suite, survey tool, presentation software and content management systems
- * Must possess excellent interpersonal and diplomacy skills, and the ability to build collaborative relationships at all levels with proven ability to exhibit tact and diplomacy in sensitive situations
- * Strong oral and written communication skills, including editing skills
- * Demonstrated organizational, planning and analytical skills
- * Demonstrated collaborative approach to problem solving
- * Must embrace diversity and inclusion as an integral component of a quality university experience
- * Must be an enthusiastic and energetic team player who works collaboratively in a complex multi-stakeholder environment

Assets (Nonessential):

- * Knowledge of the Temerty Faculty of Medicine and its community partners

To be successful in this role you will be:

- * Approachable
- * Communicator
- * Multi-tasker
- * Perceptive
- * Possess a positive attitude

How to Apply

Click "Apply Now"