



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Connected North Nunavut Session Support Coordinator (part-time Or Full-time)

Job ID	39-80-FD-D1-ED-C0
Web Address	https://careers.indigenous.link/viewjob?jobname=39-80-FD-D1-ED-C0
Company	TakingITGlobal
Location	Remote In Canada, Across Canada
Date Posted	From: 2022-11-07 To: 2023-05-06
Job	Type: Part-time Category: Education
Job Start Date	As soon as possible
Job Salary	\$48,000 - \$52,000 per year
Languages	English

Description

Connected North Nunavut Session Support Coordinator (part-time or full-time)

ROLE DESCRIPTION

TakingITGlobal (TIG) is seeking a Connected North Nunavut Session Support Coordinator. This opportunity, offered with an initial 7-month part-time or Full-time contract, is perfect for someone who is an effective communicator, creative problem-solver, well-organized, experienced with technology, and passionate about Inuit education.

End Date: June 15, 2023 (renewal possible based on program funding)

Roles & Responsibilities

Hosting Sessions

*Supporting live interactive virtual learning experiences with session providers and schools. This includes:

- Logging in 5 minutes early to welcome both the provider and class
- offering introductions for classroom students and guest providers
- Be present to support and monitor interaction
- Complete a session rubric and rating review for each session attended
- Close the session with a synthesis of learning and offer of thanks opening welcome and introduction to provider, supporting interaction, rating sessions and facilitating any follow-up feedback internally
- When necessary, support technical set up and troubleshooting as required
- Updating session status in real-time
- Offering support with follow-ups and updates for School Leads

*Available as back-up when school lead/staff book a personal day/vacation day or are over-booked during the same hour as other sessions

*Assist with session re-scheduling needs that arise, re-assigning session hosting duties (or occasionally hosting yourself) if staff members are sick or unavailable due to a personal day

*Estimated goal of hosting approximately 20-30 live video conferencing sessions per week (each session is between 30 and 60 minutes on average)

Fulfilling Session Requests Submitted through the App

*On a daily basis, reviewing session requests submitted through the Connected North app by teachers and offering support by helping to book providers based on direction and confirmation from the school lead/staff member. Priority for this role will be supporting schools based in Nunavut.

This may include:

- Direct email correspondence with Content Providers to determine availability
- Completing the booking process and technical setup on behalf of School Leads
- *Review of payment processing for content providers and follow-up on outstanding/pending invoices where additional information may be required in order to process payments
- *Review required session materials to confirm items are purchased and shipped
- *Estimated volume of session bookings (40-100 sessions per month)

Content Provider Outreach

-Supporting identified school, student, and teacher needs by helping to expand the range of sessions available as part of program offerings This includes a focus on Indigenous content providers as well as supporting non-Indigenous providers in tailoring to needs of communities. Estimated goal of adding 20-40 new providers based on program needs.

Administrative Duties

- *Attend weekly TakingITGlobal staff meeting and Connected North team meetings
- *Complete timesheets in the TIG time tracking system daily, and submit bi-weekly invoices to support accurate billing and payment
- *Submit 15Five Pulse report weekly/bi-weekly

Program Overview

The Connected North program is delivered by TakingITGlobal, leveraging live, interactive video conferencing technologies to bridge time and distance for students and teachers living in remote northern communities. The program works to change conditions of learning in a way that supports teachers' professional growth, and drives student engagement and well-being.

www.connectednorth.org

The Connected North program consists of three core components:

1) Virtual Experts & Field Trips: Live interactive sessions connecting students, guest speakers, and partners to enhance student outcomes and engagement. Content will include curriculum-linked subject matter, cultural exchanges, mentorship through role models and exploration of future pathways.

2) Cultural Exchanges: Classroom to classroom sessions on curriculum-linked or cultural sharing group projects and activities.

3) Teacher Capacity Building: Professional learning and mentoring sessions on effective use of video conferencing technology and other professional development topics as determined by the interest of the staff.

The content and process are guided by the following Program Principles:

- Relationship Building: Building trust with students, educators and communities by demonstrating respect, humility and transparency in all that we do.
- Empowerment Through Role Models: Connecting students with First Nations, Metis, Inuit and non-Indigenous role models to inspire hope and future pathways.

- Locally Relevant Content: Valuing the role of culture in learning by integrating Indigenous knowledges and perspectives whenever possible.

- Thinking Beyond the Classroom: Understanding that students' experiences within the classroom cannot be disconnected from their realities outside of the classroom including historical and social contexts.

- Adapting Expectations: Working with the unique strengths, challenges and learning goals for each school and letting them guide what success looks like.

- Incorporating a Diversity of Voices: Welcoming input from a range of sources on how we can best support participating students and educators.

Experience

Education & Experience

- Related education experience with passion for enhancing educational opportunities
- Experience facilitating interactive workshops with children and youth (in-person and online)
- Involvement and collaboration experience with Indigenous communities
- Participation in Indigenous-led learning opportunities
- Experience with interactive approaches to facilitating group activities (in-person & online)
- Leadership experience with examples of projects developed from idea to implementation
- Experience volunteering and/or working in the non-profit sector

Essential Skills

Skills & Attributes

- Strong conversational and written communication skills in English
- Fluency in Inuktitut considered a strong asset in a role connecting with Inuit students
- Awareness of the Truth and Reconciliation Commission and ability to understand and reflect on approaches to supporting the 94 Calls to Action outlined within the final report
- Interest in social change, youth development and the mission and vision of TakingITGlobal
- Ability to manage multiple priorities and scheduling across time zones
- Ability to work collaboratively with people in virtual settings
- Cross-Cultural sensitivity, strong interpersonal and collaboration skills
- Strong interest in learning new technologies and troubleshooting when things do not go according to plan
- Ability to solve problems under pressure and adapt to changing circumstances
- Expertise in navigating multiple software programs and competence in utilizing multimedia and virtual programming for educational purposes
- Effective time management, organizational and administrative skills with understanding of how to use e-mail inbox features and Google calendar to assist with responding to high volume of requests
- Strong attention to detail

How to Apply

Click "Apply Now"