



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.Link's 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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Program Development Officer, Indigenous Programs

Job ID	B1-0E-70-5F-EE-D5	
Web Address	https://careers.indigenous.link/viewjob?jobname=B1-0E-70-5F-EE-D5	
Company	Right To Play	
Location	Toronto, Vancouver, Across Canada	
Date Posted	From: 2022-07-21	To: 2022-08-20
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	Immediate	
Job Salary	\$55,000 - \$59,000 CAD per year	
Languages	Fluency In Spoken And Written English Language	

Description

JOB POSTING - Program Development Officer

Organization: Right To Play International

Department/Division: Indigenous Program

Work location: Toronto OR Vancouver, Canada. Potential to work remotely.

Work arrangement: A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department

Authorized to work in: Canada (Eligible to work legally without requiring sponsorship)

Target Hiring Range: \$55,000 - \$59,000 CAD per annum

Target Start Date: Immediate

Contract Duration: Permanent/Full-time

Closing Date: August 7, 2022 at 11:59pm ET

BACKGROUND:

Right To Play is a global organization that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

Accept Everyone - Be intentional about inclusion

Make Things Happen - Seek opportunities to lead and innovate

Display Courage - Act with integrity

Demonstrate Care - Look after yourself and one another

Be Playful - Have fun at work

Please visit our website to learn more about who we are and what we do, and watch this video to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Reporting to the Senior Manager, Partnerships and Development, the Program Development Officer, Quality Education and Program Partnerships (PDO, QE&PP) will be responsible for ensuring that the priority areas of the strategic plan are designed and implemented with a high degree of quality and effectiveness and aligned with meeting community-level needs, OCAP Principles and organizational strategies and outcomes. You will work with external partners, advisory/working groups, and consultants in strategic priority areas to support the development and implementation of teacher training programs, responding to crisis resource and program, and the development of a program partnership model. Collaboratively working with the Indigenous Programs team, including the Training Team, you will provide guidance and support in the training and program deliverables for the Indigenous Programs to implement training and resource development in the assigned strategic plan areas. You will be expected to travel to program locations across Canada, up to 50%.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Quality Education, Program Partnerships and Responding to Crisis (30% of Time):

Collaborate with RTP staff and external partners in the development and implementation of culturally responsive educational workshops and programming

Organize external recruitments and meetings for an education advisory, education consultants, working groups, and community partner engagements

Work with the Training team in leading the review of, and compilation, of existing RTP workshops and development of a program partnership model that accurately reflects education program partnerships and a fee-for-service model for the education trainings and workshops

Work with the Training team to develop and implement effective trainings for external partnerships and for the Indigenous Programs team

Develop a partnership program model (PPM) that will outline fee-for-service options

Facilitate and lead relevant internal teams (Training; MEL; Programs; etc) on the revision of the core Health & Wellbeing (PLAY) Program, for a January 2024 launch, in line with the strategic plan

Lead in the development of creating a strategy (program, resource, and/or training) for the Indigenous Programs team to respond to crisis

Organize external and internal recruitments and meetings for Indigenous mental health consultants, working groups, and community partners for input and direction on appropriate crisis response approaches

Lead in the review of, and compilation, of existing RTP crisis response resources and materials, and develop a strategy for RTP in Canada to appropriately respond to crisis asks from community partners

Work with the Training team to develop effective training, programming and/or approaches to responding to crisis for the Indigenous Programs team

Develop a plan and travel to communities at times of crisis and at request

Work with internal and external partners to develop and implement programming and training that uses an Indigenous Methodologies approach, and is aligned with the OCAP Principles

Write and prepare reports on each priority area, and occasionally present information to RTP staff, Indigenous Advisory and external partners, as directed and when required

Provide support to the other Program Development Officer on strategic plan priority areas, when available and required

Job Responsibility #2: Research and Program Development (25% of Time):

With guidance from Sr. Manager, Partnerships and Development, and through research and content-expert advisory circles, create a clear theoretical/evidence-based framework to support the strategic plan focus areas

Work with the Sr. Manager, Partnership and Development, to create a comprehensive program development plan, including planning, pilot and implementation stages, for the strategic plan focus areas based on consultant expertise and research/advisory circles; including but not limited to developing program framework/cycle, partnership engagement, application process, evaluation framework, training & curriculum needs, costing; etc.

Collaborate with the Training & Curriculum team to develop frameworks and work plans for creation of supporting program tools and staff training that support the strategic plan focus areas

Accountability of developing and executing work plans; setting their work plan to meet priorities, goals, and timelines in alignment with the strategic plan

Work collaboratively with staff and working groups in the development and implementation of the strategic priority focus areas while using a play-based learning approach and critical pedagogical lens to inform the successful programming and outcome goals

Lead and organize meetings and working group sessions with staff, external expert advisory circles, consultants, and community partnerships specific to the strategic plan focus areas

Provide written updates for internal and external reporting on the development and progress of the strategic plan focus areas

Job Responsibility #3: Partnership/ Community Engagement and Implementation (20% of Time):

Partnership/Community Engagement and Implementation

Creation and oversight of advisory circles, consultants, partnerships and coordinate meetings and advisory circle logistics (i.e., dates, a/v, honorariums, payments, travel, etc.)

Network within appropriate industries to promote programming, including working with the respective Manager and the Canadian National Office to ensure effective donor engagement and reporting that is directly related to the strategic plan focus areas

Outreach and build relationships with interested communities, organizations, institutions, etc., that are invested in the strategic plan focus areas

Lead in the development of the Program Partnership Model (PPM) (including fee-for-service) that focuses on the new programs and services that will be provided to community and education partners

Create application tools in collaboration with staff that compliments the PPM

Manage intake of interested organization applications to review for fit and internal capacity; create internal systems for training delivery which matches internal team capacity

Work with the Training team to provide capacity building and workshops for internal staff

Travel nationally to conferences/education events and schools to deliver programming, trainings, workshops, and/or attend meetings

Creation of communication plan, tools, and collateral to share with strategic plan partners

Job Responsibility #4: Financial Management and Report Writing (15% of Time)

Budget management; accountable for overseeing budget needs, budget, spending, and reconciliation of funds for donors

Work with the Training Specialist to design the yearly program budget for internal and external training needs

Create and manage budgets for consultants, advisory circles, and travel

Process and submit event invoices and expenses, inclusive of external facilitators, in a timely manner

Assist in the development, submission, and reporting of grants when requested to fund Indigenous Programs trainings and special projects

Submit all financial reports and project expenses in a timely manner

Work with the Finance Manager and Indigenous Programs team to ensure effective delivery and process of the PPM

Job Responsibility #4: Monitoring, Evaluation, and Learning (MEL) (5% of Time)

Co-developing all Monitoring, Evaluation, and Learning evaluation strategy and tools with partner communities using OCAP principles, specific to the strategic plan focus areas

Work in collaboration Sr. Manager, Partnerships & Development and with MEL team to establish internal systems for data collection, protection, and usage, using OCAP principles

Consolidate and analyze all completed MEL tools to draft comprehensive reports on the successes and challenges of each event

Ensure program Theories of Change are being implemented, monitored, and evaluated
Draft synthesized reports for funders and partners

Job Responsibility #4: Other Tasks as Assigned (5% of Time)

- Perform other duties as assigned

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

College or university degree in Education, Design, Business, Social Work, Indigenous Education, Adult Education, Child and Youth Care, Political Science, International Development or related field.

EXPERIENCE:

4 years' experience in:

stakeholder engagement and partnership development

coaching and mentoring youth/adults

event planning and coordination

program/workshop design and implementation

data analysis and report writing

1 year of experience in budget administration, including accounts payable responsibilities

COMPETENCIES/PERSONAL ATTRIBUTES:

Knowledge of social justice and advocacy

Knowledge and understanding of anti-racist, anti-oppression pedagogy

Demonstrated ability to establish positive team environments in which staff, partners, cultural leaders and all stakeholders feel motivated to contribute to a project

Understanding of play-based learning methodology and pedagogy

Ability to work independently

Able to create spaces that are safe and inclusive for all

Able to provide positive and constructive coaching and mentoring

Passionate about positive youth development and positive youth-adult partnerships

Positive and proactive in responding to conflict

Excellent interpersonal and communication skills (verbal & written) with the ability to clearly communicate training needs to training team and curriculum needs to communications/curriculum staff

Demonstrated record of organizational and coordination skills that meet deadlines

Strong decision making and problem-solving skills

Able to travel for extended periods of time

Excellent project management skills & ability to work independently

Strong relationship building and networking skills

Motivated self-starter and able to work both in office and remote

Organizational skills (timeliness and accuracy; consistently meeting deadlines)

Ability to align new/innovative developments with RTP frameworks, methodologies, and processes

Ability and skill to work in ambiguity and create a critical path/work plan

KNOWLEDGE/SKILLS:

Budget management

Proficiency in curriculum writing and editing

Analytical and written skills, including research and the writing of proposals and reports

Practical knowledge of youth and adult learning principles and engagement strategies

Strong understanding of Indigenous worldviews, cultural diversity and learning methodologies

Knowledge of Microsoft programs and ability to navigate the internet

DESIRED QUALIFICATIONS (An Asset)

Fluency in an Indigenous language

Understanding of Indigenous protocols, traditions and culture, learning methodologies

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work®; Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be playful). In addition, we offer a competitive salary and benefits package including Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours), personal days, personal learning and development days and summer/winter hours.

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.

ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

How to Apply

Click "Apply Now"

If you are interested in applying for this position, please click here to apply with your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Shortlisting of applications will begin immediately and interviews may be held before the closing date.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.