



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

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Director - Operations & Outreach

Job ID	C0-61-EF-AC-CC-4F	
Web Address	https://careers.indigenous.link/viewjob?jobname=C0-61-EF-AC-CC-4F	
Company	We Matter	
Location	Flexible Location, Across Canada	
Date Posted	From: 2020-09-21	To: 2020-10-18
Job	Type: Full-time	Category: Public Administration
Job Start Date	Between Oct 15 - Nov 2	
Job Salary	\$54,000	
Languages	English	

Description

Since launching in October 2016, the We Matter Campaign has reached millions of people on social media, with continued social media reach and growth. The Campaign has received widespread support on both a national and community level for approaching Indigenous mental health and life promotion in a unique and extremely accessible way. We Matter's work as an Indigenous-led organization includes sharing messages of hope, culture, and strength; finding innovative ways of creating and distributing messaging into remote and northern areas; building a support network of youth and community leaders; and creating tools and resources on mental health, life promotion, hardship, hope, and healing for Indigenous youth, communities, teachers, and youth support workers. We believe Indigenous youth are healers and changemakers, and with the right support, capacity, and resources, can be the ones to inspire and uplift other Indigenous youth and their communities.

Reporting to the We Matter Board of Directors and working alongside the Director, Programs & Youth Engagement, the Director, Operations & Outreach is the key operations and co-management leader of We Matter. The Director, Operations & Outreach is responsible for overseeing the administration, operations, financial and team management, and the strategic vision of the organization. Other key duties include fundraising, public relations, national and community outreach, networking, and knowledge sharing.

DESCRIPTION OF DUTIES

Responsibility #1: Organization Operations, Administration & Finance:

The Director, Operations & Outreach is responsible for managing the effective general administration, operations, and finances of the organization:

- Oversee annual budgets and the financial planning of the organization alongside the Board of Directors and Director, Programs and Youth Engagement

- Manage and track We Matter staff monthly expenses and reporting; programming and administration expenses/spending

- Work with, provide materials to, and/or communicate with accountants and payroll services,

Director, Programs & Youth Engagement, and the Board of Directors on financial reports, quarterly, yearly, or as needed

- Work with partner or funding organizations regarding any budgetary or financial deliverables, as well as sharing any necessary financial information or reports

- Oversee the management of general administration, information and data management systems, including We Matter's core database system

- Grant writing and support securing any necessary operations funding

- Hold co-signing authority on behalf of the organization

- Communicate with We Matter staff regarding budgetary/spending needs/expectations

- Co-develop and oversee organization and operations guidelines, data security and privacy

- Manage financial and organization systems for We Matter's specific projects and programs including the National Ambassadors of Hope program, We Matter Campaign, Resource Development & Outreach, the National Mini-Grant program, and any subsequent future programming developed by We Matter

- Overseeing logistics planning, organization and implementation of regional and national #HopeForum gatherings

Responsibility #2: National Partnerships & Outreach

The Director, Operations & Outreach is responsible for overseeing and sustaining national partnerships with various stakeholders including the co-management of national outreach:

- Build and strengthen ongoing relationships with service providers, communities, organizations, and others who reach out through We Matter's communications channels

- Find unique ways to build relationships and networks with diverse Indigenous young people and their supports across remote and urban regions and distances

- Oversee the outreach and distribution of support materials, such as Toolkits, to community partners and youth, including management of distribution relationships, tracking, and payments

- Network, liaise, and manage relationships with We Matter stakeholders and partners, including diverse communities, business, government, organizations, schools/school boards, and organizational partners and funders

- Grow and build We Matter's partnerships across community, regional, and national levels

- Support the We Matter team in their regional and national outreach efforts, including travel organization, logistics, and expenses for program participants

- Oversee the streamlining of engagement, communication, and information management systems and processes

- Oversee We Matter's general email accounts and supporting outreach engagement tracking

- Support We Matter project and program leads with secure information management and outreach systems and processes

- Amplify the promotion of We Matter's messaging, resources, and programs with adult allies and those who support Indigenous youth in varying capacities

- Represent We Matter at community, regional and national levels when it comes to promotion, outreach, and high-level partnerships

- Approach relationship building and communications from an Indigenous, trauma-informed, and strengths-based perspective

- Offer an accessible, compassionate, youth-friendly, and wholistic planning lens to We

Matterâ€™s operations and outreach

- â€¢ Research and engage in opportunities and knowledge sharing in order to ensure best practices when it comes to Indigenous mental health, life promotion, mentorship, and youth engagement
- â€¢ Facilitate regional, national, and cross-national resource and knowledge sharing
- â€¢ Advocate for Indigenous youth and wholistic mental health and life promotion at local, regional, and national levels

Responsibility #3: General Oversight and Reporting:

The Director, Operations & Outreach is responsible for the general oversight, monitoring, and management of the team and organization:

- â€¢ Co-facilitate a team structure and environment inline with We Matterâ€™s shared leadership model and work closely with the Director, Programs and Youth Engagement to manage We Matterâ€™s team and day-to-day operations
- â€¢ Co-develop accessible and youth-friendly employment and administrative policies, processes and procedures for all functions and for the day-to-day operation of the organization
- â€¢ Responsible, effective administration of We Matterâ€™s operations including co-management of team platforms, applications, drives, folders, employee files, and databases
- â€¢ Oversee the security and privacy of the organizationâ€™s information and data, such as emails, documents, spreadsheets, partner and outreach contact lists, and youth and community information
- â€¢ Assist with the information gathering and writing of program and annual updates and reports
- â€¢ Report to and work closely with the Board of Directors with regards to the ongoing operations of the organization including but not limited to: strategic decisions, fundraising, financial management, reporting, audits, and payroll
- â€¢ Manage the human resources, hiring and retention of competent staff and contract support, including annual review of We Matter Policies & Procedures Manual
- â€¢ Ensure the safety and integrity of We Matterâ€™s programs, including oversight of youth ambassadors, projects, and engagements
- â€¢ Maintain the innovative; grassroots youth and community-centered; youth-led vision and voice of We Matter

Experience

- â€¢ Experience managing online platforms, communications, and social media
- â€¢ Experience with communications in particular to working with Indigenous youth, communities, and groups
- â€¢ Experience working and collaborating with diverse youth, identities, groups, and remote communities
- â€¢ Experience managing and relationship-building with various people and networks
- â€¢ Experience working with mental health, suicide/life promotion, and crisis planning
- â€¢ Experience with advocacy
- â€¢ Experienced with public speaking, presentation, and facilitation
- â€¢ Experienced with youth engagement and leadership
- â€¢ Experienced with program/project development, coordination, and budgeting
- â€¢ Experienced with administration, information, and financial management

Education Requirements

- â€¢ Undergraduate or Masters Degree from a relevant social services, leadership/organization

management, accounting, or community and youth development program

• Trained or certified in group leadership; team management; or facilitation

• Trained or certified in trauma-informed practice, suicide prevention skills or mental health first aid

• At least 3 years experience with organization and team management

Essential Skills

• Strong knowledge of We Matter, its story, vision, and messaging

• Strong knowledge of colonial and trauma-informed work and practice

• Strong knowledge of the historical and present contexts and experiences of First Nations, Métis and Inuit youth and communities across Canada

• Strong knowledge of decolonial practice and work, and Indigenous knowledge/teachings

• Strong mental health and life promotion literacy

• Knowledge of harm-reduction approaches

• Knowledge of mental health, policy, and government systems

• Skilled in conflict resolution and collaborative problem-solving

• Skilled with Microsoft Office applications (Word, Excel, etc.) and other team and information management platforms (such as Slack, Google, Dropbox)

• Excellent grammar and copy-editing skills

• Excellent verbal communication and relationship building skills

• Active listening and delegation skills

• Strong visioning and planning skills

• Working knowledge of website and social media platforms

Work Environment

• The candidate must be comfortable working independently and remotely from home

• This position will require flexibility for frequent national and international travel

• The candidate will require access to a laptop/computer with Microsoft Office, Dropbox, Google Drive, Slack, and Zoom video conferencing capabilities

Additional Skills

• Strong interpersonal skills with the ability to communicate effectively with various youth, individuals, groups, and organizations

• Ability to relate to Indigenous young people and communities

• Ability to think and operate within an Indigenous lens and worldview

• Inclusive understanding of ability and gender diverse youth

• Strong knack for youth-oriented, fresh, and innovative thinking

• Ability to facilitate and foster a decolonized and collaborative work environment

• Ability to communicate and facilitate complex and sensitive topics and discussions

• Strong ability to critically think, analyze, and evaluate

• Excellent organizational skills and very detail-oriented

• Open minded, action and dialogue-oriented

• Ability to adapt to various contexts and challenges

• Strong ability to communicate from a place of openness, understanding, respect, and compassion

• Ability to facilitate and manage a remotely working team

• Flexible, collaboration and team-centered approach

• Ability to utilize and communicate with accessible, youth friendly, and cross-cultural language

• Ability to travel and remain highly accessible

Other

• This position is suited for a self-identified Indigenous (First Nation, Métis, Inuit) person

How to Apply

If you are interested in applying for this position, please send a detailed resume and cover letter to: tunchai@wemattercampaign.org and include "Director, Operations & Outreach" and your name in the subject line.

Please indicate your location of residence, self-identification, and earliest available start-date in the cover letter.

Please note that applicants may be required to provide additional or outstanding information as needed after submitting an application, before the interview round. Applicants will need to be available for a 1-hour long video interview. Applicants will be reviewed, interviewed, and selected by members of We Matter's Board of Directors and the Director, Programs & Youth Engagement.