



# 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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## Indigenous Outreach Coordinator

<b>Job ID</b>	<b>ED-CA-6D-B0-F5-D5</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=ED-CA-6D-B0-F5-D5">https://careers.indigenous.link/viewjob?jobname=ED-CA-6D-B0-F5-D5</a>	
<b>Company</b>	Western University	
<b>Location</b>	London, Ontario	
<b>Date Posted</b>	From: 2022-10-26	To: 2023-04-24
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	English	

### Description

Classification & Regular Hours

Hours per Week: 35

Salary Grade: 13

Please note, this position is grant funded.

About Western

Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

About Us

The Faculty of Engineering is dedicated to the advancement of learning through teaching and research and to the discovery and application of knowledge in selected engineering disciplines. It seeks to develop people with talents and skills who will provide internationally significant leadership to serve the interests of society. The mission of the Outreach and Recruitment unit in the Office of the Dean is to connect the external community to engineering and recruitment the best and the brightest to engineering.

Responsibilities

The Indigenous Outreach Coordinator will collaborate to provide support for the development, expansion and implementation of programs and events focused on increasing awareness and knowledge of engineering to Indigenous youth in STEM, with a focus on high school programming, and the overall goal to increase

enrolment of Indigenous students to the undergraduate programs in the Faculty of Engineering. The role will develop strategies to extend the outreach to Indigenous students in undergraduate programs at Western University and other post-secondary institutions as well as working with Indigenous professionals to increase the enrolment of Indigenous students in Western Engineering graduate programs. The role will assist with the design and development of classroom programming, coordinate the delivery and evaluation of the programming within the partner school boards, as well as support the day-to-day administrative and logistical functions of the program. The coordinator will act as a first point of contact for all internal and external inquiries related to the outreach programs, and will ensure that the necessary support, information, documentation and resources are available for the successful implementation of events, workshops and program initiatives related to this population. The role will be instrumental in initiating new forms of engagement for Indigenous outreach, participate in the development and expansion of outreach programs, identify and act on opportunities to increase awareness of engagement programs, coordinate outreach activities, and deliver programming for prospective Indigenous students, working with community partners to leverage their reach to further the goals and impact of these programs.

#### Qualifications

##### Education:

- Bachelor's Degree; in Education, Engineering, or Science preferred

##### Experience:

- 2 years' experience teaching in an in-person and virtual classroom setting
- Experience working with Indigenous youth and Indigenous communities with a focus on education
- Experience coordinating Indigenous student and/or youth events and programs
- Experience maintaining and developing new community partners including teachers, schools and other stakeholders
- Preference will be given to candidates who self-identify as Indigenous (First Nations, Metis, and Inuit in Canada) with lived experience
- Experience developing and implementing programming related to the Ontario Science and Mathematics Curriculum preferred
- Experience working in a University setting is an asset

##### Knowledge, Skills & Abilities:

- Thorough understanding of Indigenous post-secondary student educational needs, policies, issues, and implications in Canada
- A deep understanding of local Indigenous communities, organizations, and cultural protocols and practices is an asset

- Strong understanding of Indigenous histories, traditions and cultures
- Familiarity with social media and technology platforms relevant to engaging Indigenous students
- Knowledge of post-secondary programs, protocols and processes related to admissions with familiarity with Indigenous Student Services and Indigenous admission practices across the post-secondary sector
- Ability to plan and manage events of various sizes; familiarity with large scale events an asset
- Project management skills, with the ability to meet tight deadlines and perform well under pressure
- Ability to effectively present information, and conduct training sessions and workshops
- Ability to act on new information and effectively contribute in a changing environment
- Communication skills with an ability to clearly express ideas in an objective manner, complete detailed analytics and reports and adapt communication style to suit the situation and audience
- Ability to understand Indigenous student and community needs and expectations and provide excellent service to directly and indirectly satisfy expectations
- Detail-oriented with an ability to function and process information with high levels of accuracy
- A well-defined sense of diplomacy, including solid negotiation and conflict resolution skills
- Ability to multi-task and maintain an organized and effective personal work environment
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Intermediate computer skills in Microsoft Office Suite and with Content Management Systems (such as Cascade)
- Must have own transportation with ability to travel between Western Engineering and local schools/community partners; Valid Class G driver's license required

#### Background Checks

Please note, successful applicants will be required to produce a current, clean driving abstract, as well as a current vulnerable sector record check from a police service prior to commencing employment.

#### Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity

and diversity in the workplace and welcomes applications from women, members of racialized groups/visible

minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you

require accommodations for interviews or other meetings, please contact Human Resources at [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca) or phone 519-661-2194.

#### How to Apply

Click "Apply Now" for further information and to apply online referencing job #28483 by midnight on 2022/11/16

Interested applicants are asked to visit <https://recruit.uwo.ca> for further information and to apply online referencing job #28483 by midnight on 2022/11/16

Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's COVID-19 Vaccination Policy.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted