



Job Posting – Director, Operations & Outreach - Full-time

Closing Date: October 1st, 2020 **EXTENDED to OCTOBER 18th, 2020**

Organization: We Matter

Work Location: Home-based (anywhere in Canada)

BACKGROUND:

We Matter is an Indigenous-led and youth-centered organization and registered charity dedicated to Indigenous youth support, hope and life promotion. Our mission is to communicate to Indigenous youth that they matter, and create spaces of support for those going through a hard time while fostering unity and resiliency.

Our founding project, the *We Matter Campaign*, is a national multi-media campaign in which Indigenous role models and allies from across Canada submit short videos, written and artistic messages sharing their own experiences of overcoming hardships, and communicating with Indigenous youth that no matter how hopeless life can feel, there is always a way forward.

We Matter operates nationally in Canada, with a small team spread across British Columbia, Saskatchewan and Ontario. Visit us at www.wemattercampaign.org.

JOB SUMMARY:

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.

SCHEDULE "A"

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 Matter's operations and outreach
- 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
- Facilitate regional, national, and cross-national resource and knowledge sharing
- 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:

- Co-facilitate a team structure and environment inline with We Matter's shared leadership model and work closely with the *Director, Programs and Youth Engagement* to manage We Matter's team and day-to-day operations
- 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
- Responsible, effective administration of We Matter's operations including co-management of team platforms, applications, drives, folders, employee files, and databases
- Oversee the security and privacy of the organization's information and data, such as emails, documents, spreadsheets, partner and outreach contact lists, and youth and community information
- Assist with the information gathering and writing of program and annual updates and reports
- 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
- Manage the human resources, hiring and retention of competent staff and contract support, including annual review of We Matter *Policies & Procedures Manual*
- Ensure the safety and integrity of We Matter's programs, including oversight of youth ambassadors, projects, and engagements
- Maintain the innovative; grassroots youth and community-centered; youth-led vision and voice of We Matter

MINIMUM QUALIFICATIONS (must have, required):

EDUCATION/TRAINING/CERTIFICATION:

- 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

EXPERIENCE:

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

SKILLS/KNOWLEDGE:

- Strong knowledge of We Matter, it's 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

COMPETENCIES/PERSONAL ATTRIBUTES:

- 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

Salary: \$54,000 annual (starting)

Employment Start Date: October 19th, 2020

Considerations:

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

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.

If you should have any questions, or would like to express interest prior to submitting an application, please e-mail tunchai@wemattercampaign.org to setup a call.

We Matter is an Indigenous and youth-centered organization, working with individuals with a number of sensitive lived experiences. Our recruitment and selection procedures reflect our commitment to the safety and sensitivity of our messaging and mission. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.wemattercampaign.org and find us on Facebook at 'We Matter Campaign'.