



Job Posting: Oshkwazin Indigenous Youth Leadership Coordinator

Position Title: Oshkwazin Coordinator

Start Date: Monday, May 14th, 2018

Contract: 3.5 year contract with possibility of renewal

Status: Full-time (35 hrs/week) May through September; Part-time (20-30 hours/week) October through April.

Eligibility: This position is for Indigenous-identified youth (under 30).

Wage: Starting wage \$18/h (previous experience may be considered). Benefits will be applied following a successful 3-month probationary period.

Program Description

Oshkwazin is an Indigenous youth leadership program nested within the TRACKS youth program based at Trent University in Nogojiwanong (Peterborough, Ontario). Oshkwazin offers meaningful work and volunteer experience, as well as mentorship, training, team-building, and cultural learning experiences for high-school-aged Indigenous youth.

Responsibilities:

The Oshkwazin Coordinator will be responsible for developing and coordinating all aspects of the Oshkwazin program, and will report directly to the TRACKS Director. The Oshkwazin Coordinator will be expected to:

- Work with TRACKS Director, program staff, Elders, and Oshkwazin youth leadership team to design, develop and implement a dynamic youth leadership program including work and volunteer experiences, retreats, workshops, and training opportunities.
- Meet grant deliverables on youth leadership programming, working within and reporting on program budget and work plan.
- Maintain a big picture perspective (annual work planning, long-term goal setting) as well as taking responsibility for details of day-to-day organization and management .

- Strengthen and build relationships to community partners (including First Nations and local Indigenous organizations) to seek opportunities for youth recruitment and for leadership program partnership and delivery.
- Support and contribute to ongoing program evaluation.
- Create and maintain ongoing work-plan
- Coordinate and mentor youth leaders, facilitating a positive learning experience
- Coordinate all aspects of Oshkwazin program including communications, promotions, scheduling and event planning
- Coordinate, supervise and support a small team of program staff and volunteers.
- Support general TRACKS programming, staff and volunteers as needed
- Assist TRACKS Director with Oshkwazin-related fundraising, evaluation and reporting
- Report regularly to TRACKS Director
- Attend meetings and provide reports to Leadership and Advisory committees
- Develop training and curriculum for Oshkwazin program
- Other tasks as assigned by TRACKS Director

Required Skills/Knowledge/Abilities :

- Strong knowledge and understanding of TRACKS' programming and approach
- A strong foundation in Indigenous language, culture and land-based learning, and a passion to share this with Indigenous youth. Anishinaabemowin language skills an asset.
- Strong knowledge of issues affecting Indigenous youth and experience working in Indigenous communities
- Experience working within educational, science, or culture-based contexts
- Knowledge of and experience in working with and building relationships with various communities and organizations in the Nogojiwanong/Peterborough area is considered an asset.
- Ability and experience working independently, self-managing and directing others
- Proven leadership, including ability to work with and supervise others in collaborative, encouraging and motivating ways, particularly youth
- Demonstrated ability to develop and manage projects with attention to detail as well as big-picture approach
- Strong written, oral and listening communication skills
- Interest and proven strengths in relationship-building and collaborative projects
- Experience working with budgets or a willingness to learn financial administration
- Innovative, creative problem solving approaches and use of resources
- Computer literacy including use of social media and tech-based organizational tools
- Must be trustworthy, dedicated and passionate about new approaches to knowledge, systems interaction, Indigenous and Environmental education, and reconciliation
- Educational background: Post-secondary education and/or work experience in an applicable field.
- Must be willing and able to travel occasionally for work meetings, training and conferences

- Must be willing to commit to regular office hours with occasional flexibility as needed (ie weekends, evenings, and overnights as required for program commitments)

Other Qualifications:

- Valid driver's license an asset
- Successful candidates will submit a police record check for vulnerable sectors

Application Process and Further Information:

Please send a cover letter, resume and 3 references (at least 2 must be recent employers) BY EMAIL to: Dr. Chris Furgal, TRACKS Faculty Advisor tracksapplications2018@gmail.com.

ONLY APPLICATIONS that include a cover letter, resume and references will be considered. Please include all three requirements in one document.

As we are currently hiring for multiple positions, **please specify the job posting title in your application.**

For more information, please visit our website at www.trackscamp.ca, or you may contact Chris Furgal at 705-748-1011 x7953 or tracksapplications2018@gmail.com.

Application deadline is **Friday, April 27th at 12pm**. Interviews will be held the week of May 7. We thank all applicants for their interest. Only those chosen for an interview will be contacted.

TRACKS strives for equity in its hiring processes and encourages all people, including those experiencing marginalization or adversity in their lives, as well as applicants who identify as Indigenous, to apply. We commit to making reasonable accommodations for those needing support, as much as possible within the expectations and requirements of the position.

TRACKS is a mentorship-based youth outreach program developed in partnership with the Indigenous Environmental Studies and Sciences (IESS) Program at Trent University and the Kawartha World Issues Centre. We take an Indigenous-and-Environmental approach to science education, delivering free programming with First Nations community partners as well as a series of fee-for-service camps and workshops. Learn more at www.trackscamp.ca .

The Oshkwazin program and the Coordinator position are funded through the generous support of the Ontario Trillium Foundation's Youth Opportunities Fund.

