



## **Job Posting: TRACKS Education & Outreach Coordinator**

**Position Title:** Education & Outreach Coordinator

**Contract:** Monday, May 14th - September 28, 2018 with possibility of renewal

**Status:** Full-time (35 hrs/week)

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

### **Program Description**

TRACKS is a growing youth education 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.

### **Responsibilities:**

The Education & Outreach Coordinator is responsible for overseeing all aspects of spring and summer program delivery. The Education & Outreach Coordinator reports directly to the TRACKS Director. The Coordinator is expected to:

- Work with TRACKS Director and program staff to develop and deliver educational programming including camps, workshops, outreach activities and training
- Coordinate all aspects of fee-for-service program delivery, including some facilitation of workshops, camp activities, etc.
- Work within existing systems as well as contribute to ongoing betterment of systems including materials management, staff scheduling, etc.
- Develop and deliver annual training plan for staff and volunteers in coordination with TRACKS Director and Oshkwazin Coordinator.
- Coordinate, supervise and support a small team of program staff and volunteers.
- Maintain big picture perspective (annual work planning, long-term goal setting) as well as taking responsibility for details of day-to-day organization and management

- Administrative and communication duties including program promotion, coordinating events and workshops, and staff scheduling
- 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
- Support all general TRACKS programming, staff and volunteers as needed
- Assist TRACKS Director with fundraising, evaluation and reporting
- Report regularly to TRACKS Director
- Attend meetings and report to Leadership and Advisory committees as needed.
- Other tasks as assigned by TRACKS Director

**Skills/Knowledge/Abilities :**

- Strong understanding of TRACKS' programming and approach
- Awareness of youth issues, particularly issues facing Indigenous youth
- 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
- Experience in working with youth and Indigenous communities and within educational, science, or culture-based contexts
- 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 within budgets
- Knowledge of and experience in working with and building relationships with various communities and organizations in the Nogojiwanong/Peterborough area
- 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 interaction, Indigenous 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 meetings, events 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](mailto:tracksapplications2018@gmail.com).

**ONLY APPLICATIONS that include a cover letter, résumé, 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](http://www.trackscamp.ca), or you may contact Chris Furgal at 705-748-1011 x7953 or [tracksapplications2018@gmail.com](mailto: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.*