

## Outreach Assistant

Volunteer position, 4-8 hours per week, Reconciliation Canada, Toronto, ON

### Position Overview

Born from the vision of Chief Dr. Robert Joseph, Gwawaenuk Elder, Reconciliation Canada is a charitable nonpartisan, national initiative that promotes reconciliation by engaging Canadians from every part of society in open and honest dialogue and transformative experiences that revitalize relationships among Indigenous peoples and all Canadians.

Reconciliation Canada is seeking a highly motivated individual to provide support to the Outreach team by assisting with researching community organizations and building databases. The successful candidate will engage members of the public in the renewal of relationships among Indigenous peoples and all Canadians, furthering the vision of Reconciliation Canada.

### Deliverables & Duties

#### *Walk for Reconciliation*

- Research contacts in Toronto and Greater Toronto Area (schools, organizations, businesses, community groups, etc.) to be invited to the Walk for Reconciliation in Toronto, September 2017
- Help build two robust databases of all contacts in Toronto and Greater Toronto Area
- Assist Outreach Manager with other research and strategy like tasks as they arise

#### *Communications*

- Communications with all contacts in database, including calls and emails

#### *Booths*

- Research and registration to key events and festivals to host booths throughout the summer in Toronto and Greater Toronto Area
- Raise awareness of Reconciliation Canada initiatives at community events across Greater Toronto Area by staffing Reconciliation Canada booths

#### *Online Portal*

- Research information of reconciliation activities taking place Canada wide
- Assist in developing a proposal to putting the above information into use

### Skills & Experience

- Strong research skills
- Basic experience in administration, including data entry and file management
- Strong written and verbal communication skills, comfortable making phone calls
- Competency in Microsoft Office, specifically Outlook and Excel
- Reliable and dependable and a commitment to quality
- Access to email, the internet and transportation around Greater Toronto Area
- Must have use of own laptop
- Passion, integrity, and energy!

*Together, we can achieve a shared understanding, shared resilience, and a shared tomorrow.*



**Time Commitment:** 4-8 hours per week

**Term:** March 2017 – September 2017, with possibility of extension

**Location:** remotely and Community events across Greater Toronto Area

**Reports to:** Outreach Manager

**Benefits & Recognition**

- Personally contribute to the reconciliation process through participation in Reconciliation Canada initiatives
- Meet and work with like-minded people on a common goal of importance to our nation
- Build on research, communication and outreach skills
- Inspire positive change and make a difference to the future of Canada

**To apply, please send your cover letter and resume at [volunteer@reconciliationcanada.ca](mailto:volunteer@reconciliationcanada.ca) by Monday, March 20th, 2017.**