



Outreach Coordinator

Employee, 40 hours per week
Reconciliation Canada, Toronto, ON

Position Overview

Reporting to the Outreach Manager, the Outreach Coordinator will implement and oversee the National Outreach Engagement Strategy for the city of Toronto, engaging the masses to participate in the Walk for Reconciliation in Toronto. The role will also engage and liaise with community collaborators, recruit and lead a team of volunteers, prepare the logistics for and host information booths, as well as, community collaborators sub-committee meetings. The Outreach Coordinator will assist with the organization of all logistical aspects of Outreach activities for the Walk for Reconciliation, including the administration and coordination of the Reconciliation Signature Speakers program in Toronto.

Position Type: Employee, full time (40 hours per week)

Start date: April 1st, 2017

End Date: September 30th, 2017

Location: Toronto, ON

Reports to: Outreach Manager

Deliverables & Duties

- Engage and liaise with community collaborators
- Recruit and lead a team of volunteers
- Prepare the logistics for and hosts booths at community events and festivals
- Assist with an art and youth project
- Prepare the logistics for and hosts community collaborators sub-committee meetings
- Coordinate and administrate the Reconciliation Signature Speakers program in Toronto
- Support the team with other duties, as required
- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness

Skills & Experience

This is an extraordinary opportunity for an individual with outreach and community engagement experience to grow and further develop an initiative on a national level that has already made significant impact in BC.

Specific requirements include:

- Minimum Bachelor degree with at least 3 years of experience in community outreach
- Excellent interpersonal skills
- Strong organization skills and research skills
- Experience in administration, including data entry and file management
- Excellent 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
- Comfortable in working in a fast-paced environment
- Interest/experience in the non-profit sector is an asset

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

- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

Reconciliation Canada values diversity and is an organization that is welcoming of all cultures, educational backgrounds, age, gender, sexual orientation, abilities and disabilities. As an Indigenous-led organization, we recognize and celebrate the diversity of all peoples, and promote cultural competencies of each employee.

We are committed to respecting diversity within our workforce and specifically to increasing the number of Indigenous employees within our organization. As preference may be given to qualified Indigenous applicants, we ask that they self-identify in our recruitment and staffing processes.

To apply, please send your cover letter and resume to Cristina Chihaiia at cristina.chihaia@reconciliationcanada.ca, by Monday, March 27th 2017.