



**EXTERNAL JOB POSTING
JANUARY 11, 2019**

KAIROS: CANADIAN ECUMENICAL JUSTICE INITIATIVES IS AN ECOLOGICAL JUSTICE AND HUMAN RIGHTS ORGANIZATION OF TEN CANADIAN CHURCHES AND RELIGIOUS ORGANIZATIONS.

POSITION TITLE: Indigenous Rights Program Coordinator

REPORTS TO: Program Manager

OFFICE LOCATION: Toronto or Ottawa

CLASSIFICATION: Permanent full-time
Level 11
Starting salary: \$56,454 plus benefits and pension

STARTING DATE: March 15, 2019

Purpose of This Position

In the context of KAIROS' vision and mission, the Program Coordinator for Indigenous Rights will be responsible for KAIROS research, policy, education and program initiatives related to Indigenous rights. Reporting to the Program Manager, the Coordinator will work with Indigenous peoples to see the realization of rights, and the advancement of reconciliation. This position is largely focused on engaging Canadians in Indigenous rights, and works with a Global Partnerships Coordinator, also focused on Indigenous rights, and the KAIROS Blanket Exercise Team.

RESPONSIBILITIES

Program Development and Coordination

- Contribute to KAIROS' program initiatives in the area of Indigenous rights and bring Indigenous rights skills, analysis and expertise to program initiatives.
- Bring Indigenous perspectives and recommendations to relevant KAIROS policies, discussion forums and advocacy initiatives, including working with the KAIROS Indigenous

Rights Circle.

- Help facilitate the involvement of Indigenous peoples in the development of KAIROS policy and program priorities.

Research and Analysis

- In collaboration with other KAIROS staff, research and analyze the impact of Canadian federal and provincial government social and economic policies/legislation on Indigenous peoples and communities.
- Monitor relevant activities and levels of commitment to reconciliation in communities, institutions and governments across Canada.
- Provide research and analysis on specific issues as they relate to Indigenous rights and reconciliation.

Policy Development and Advocacy

- Prepare critiques of national and international practices that contravene Indigenous rights (for Canadian churches, Canadian/international organizations and public policy makers) and prepare relevant recommendations.
- Prepare policy briefs, letters and advocacy strategies relevant to Indigenous rights and reconciliation.
- Collaborate with Canadian NGOs and human rights organizations, Indigenous organizations and ecumenical bodies to help build public support and pressure for changes in federal government and other related legislation and policies related to Indigenous rights issues.
- Participate in and make presentations on behalf of KAIROS to fora and conferences related to Indigenous rights.

Building Solidarity

- Support work within KAIROS to strengthen Indigenous perspectives in all areas of the KAIROS program and to develop and strengthen organizational relationships towards right relations.
- Assist with the development of educational and campaign resources, the facilitation of workshops and other educational/mobilization activities, and the provision of information and material for the KAIROS website.
- Develop and strengthen dialogue among KAIROS, Canadian churches and national/regional/local Indigenous organizations, and Indigenous communities, on Indigenous rights issues.
- Act as a spokesperson on Indigenous rights issues when requested. Assist with public communication and media strategies.

- With relevant Program Coordinators, assist with the facilitation of visits to Indigenous communities or with the participation of Indigenous peoples on delegations and tours.
- Assist in movement building through educating, mobilizing and supporting KAIROS members and networks in work on Indigenous rights and reconciliation, including coordinating relevant campaigns.

Other duties

- Contribute to KAIROS outreach and fundraising initiatives.
- Other duties assigned by the Manager.

Requirements

- Commitment to the mission and values of KAIROS
- Demonstrated experience and knowledge of and commitment to Indigenous rights
- University degree in political science, conflict studies, or other relevant degree
- Five years relevant experience in support of Indigenous rights and a clear commitment to reconciliation
- Ability to work collaboratively and respectfully with First Nations, Inuit and Métis peoples
- Excellent skills in cross-cultural and anti-racist work
- Demonstrated excellence in writing, including grant proposals
- Ability to understand and present work in a Christian context
- Demonstrated excellence in project management and coordination
- Proven research and analytical skills
- Proven ability to advocate
- Demonstrated excellence in written and oral communications, especially public presentations
- Ability to work collaboratively with churches, Canadian and Southern partners
- Ability to work on a collegial team, supervised by a Manager
- Good skills in Microsoft Office
- Some weekend work. Ability to travel in Canada or overseas for 1-3 weeks per year
- Functional knowledge of French and/or an Indigenous language an asset

This is a position in a unionized workplace, covered by a Collective Agreement.

Application deadline: February 8, 2019 @4:00 pm

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position.

We encourage Indigenous people, visible minorities, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Please email applications to Devora Cascante: dcascante@kairoscanada.org.

Please include the position title in the subject line of your email.