



EXTERNAL JOB POSTING  
APRIL 11, 2019

**KAIROS IS A MOVEMENT OF PEOPLE OF FAITH AND CONSCIENCE--INDIGENOUS, SETTLER AND NEWCOMER--WHO SHARE A COMMITMENT TO ECOLOGICAL JUSTICE AND HUMAN RIGHTS IN CANADA AND BEYOND. THROUGH KAIROS, TEN CANADIAN CHURCHES AND RELIGIOUS ORGANIZATIONS WORK TOGETHER IN FAITHFUL ACTION.**

- POSITION TITLE:** KAIROS Blanket Exercise Coordinator – Alberta
- REPORTS TO:** Assistant KBE Manager
- OFFICE LOCATION:** Edmonton or Calgary (with the possibility of working from home)
- CLASSIFICATION:** 6-month contract, with possibility of extension  
Half-time (17.5 hours/week)  
Salary: \$28,227, with 10% in lieu of benefits and 4% in lieu of vacation

**Purpose of This Position**

In the context of KAIROS' vision and mission, the KAIROS Blanket Exercise (KBE) Alberta Regional Coordinator will coordinate the KBE program in Alberta. Reporting to the Assistant KBE Manager and working with the KBE team, including other Regional Coordinators, facilitators and Elders, the Coordinator will contribute to the overall development of a sustainable and effective KBE program, ensuring that the KBE in Alberta contributes to reconciliation in Canada.

**Responsibilities**

- Act as an ambassador for the KBE program.
- Recruit, support, coordinate, and maintain up-to-date information on facilitators, Elders and knowledge keepers within the region; develop strong relationships with them.
- Build and sustain opportunities for community building and professional development among the KBE networks.
- Function as a key Master Trainer within the KBE networks.
- Ensure timely response to KBE requests from the region.
- Advise and propose solutions for issues of challenge and opportunity within the KBE

program, including complex requests.

- Develop solidarity actions and follow up opportunities for participants in KBE events, or link them to other KAIROS opportunities.
- Contribute to KBE communications and promotion, including through the KAIROS website and social media platforms.
- Ensure maintenance of effective record keeping systems; keep up-to-date records of KBE events in the region.
- Contribute to the evaluation of the KBE program; make recommendations for program development.

### **Other duties**

- Contribute to specific initiatives of KAIROS.
- Other duties assigned by the Assistant KBE Manager

### **Requirements**

- Commitment to the mission and values of KAIROS
- Demonstrated knowledge of and commitment to Indigenous rights; five years of relevant experience
- University degree in political science, popular education, Indigenous studies or other relevant area of study
- Demonstrated commitment to the KAIROS Blanket Exercise; minimum two years experience as a facilitator
- Ability to work collaboratively and respectfully with First Nations, Inuit and Métis peoples
- Demonstrated excellent ability to write in an accessible manner
- Knowledge of popular education methodology; proven pedagogical skills
- Familiarity and comfort working with churches and in a Christian context
- Demonstrated excellence in project management
- Demonstrated excellence in oral communications and public presentations
- Ability to work effectively with government bodies, educational institutions and other organizational actors
- Excellent skills in cross-cultural and anti-racist animation
- Excellent skills in Microsoft Office; strong social media capacity; experience in the use of databases or content management systems
- Some weekend and evening work; ability to travel in Canada for 4 weeks per year
- Ability to work in a collegial team, supervised by a Manager, with the limitations of distance
- Knowledge of an Indigenous language, and/or other relevant languages a key asset

**Application deadline: May 1, 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.

Applications should be emailed to Devora Cascante: [dcascante@kairoscanada.org](mailto:dcascante@kairoscanada.org).

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

**Thank you to all applicants for your interest in this position. Please note that only candidates selected for an interview will be contacted.**