



KAIROS: Canadian Ecumenical Justice Initiatives

Job Description: KAIROS Blanket Exercise Assistant Manager

Posting Date: February 2, 2021

KAIROS is an ecological justice and human rights organization that includes ten Canadian churches and religious organizations. We are Indigenous, settlers and newcomers in Canada, working with people of faith or conscience around the world for social transformation.

The KAIROS Blanket Exercise (KBE) is a decolonization education initiative that contributes to the process of truth, justice, and reconciliation by presenting a history that centers Indigenous peoples and the land and deepens understanding of and empathy for the impact on Indigenous peoples and Nations of displacement and dispossession of traditional territories.

At this time, KAIROS is seeking a dedicated, highly organized, relational, Assistant Manager who will support and assist KBE Regional Directors across the country to build and strengthen relationships with Indigenous peoples and the KAIROS KBE team and network.

Job Title: KBE Assistant Manager
Status: Full time, management team
Start Date: May 1, 2021
Reports to: KAIROS Program Manager
Salary: TBC

Role: Under the direction of the Program Manager, the KBE Assistant Manager will support the KBE Regional Directors and KBE network, including Indigenous Elders and Facilitators, to deliver the KBE program. The Assistant Manager will provide the necessary guidance and assistance for the development of a sustainable and effective KBE program grounded in relationships with Indigenous peoples and Nations that ensures the KBE contributes to reconciliation in Canada.

Key Competencies:

- Experience in Indigenous justice issues and a clear commitment to working with Indigenous and non-Indigenous communities, organizations, and partners towards reconciliation;
- Experience in and a commitment to enhancing relationships with local Indigenous Nations, territories, and communities;
- Relevant community-based and/or professional leadership experience rooted in Indigenous communities, knowledges, and traditions;
- Experience and leadership in decolonization and resurgence;
- Grounded in Indigenous Knowledges, with land and place-based thinking, learning, and relationship-building being integral;
- Understanding of Indigenous methodologies and allyship;
- Superior problem-solving and communication skills;
- Ample flexibility and resilience.

Responsibilities:

In collaboration with the Program Manager, provide leadership and assist with the management of the KBE program and staff. Specific responsibilities include:

- Working with KBE Regional Directors, build and strengthen relationships with Indigenous peoples, communities, and organizations;
- Working with KBE Regional Directors, contribute to the overall development of a sustainable and effective KBE program, and to the creation and maintenance of required systems and processes;
- Support KBE Regional Directors with challenging situations in their region, including providing advice, emotional support, and problem-solving capacity;
- Facilitate shared leadership, linking KBE Regional Directors to each other for development of best practices and arranging meetings, and other opportunities to ensure good communication flow;
- Under the oversight of the Program Manager, supervise and evaluate assigned KBE Regional Directors, providing direction, support and assistance as needed to enhance their skills and professional growth. Work to resolve conflicts, referring the first stage of any grievance process to the Program Manager;
- Oversee aspects of administrative management such as review of time sheets, payment requisitions, scheduling requests and overtime approvals for KBE Regional Directors, as per the relevant policies and budget allocations;
- Keep the Program Manager informed as to the situation in each region, sharing information pertinent to budgeting, policy and program development, and human resources planning. Provide strategic advice as required;
- As a member of the Management Team, contribute to the development of the KBE program and respond to issues that need urgent action or an organizational response;
- Provide leadership by modeling collaboration, problem-solving, and organizational loyalty, and by facilitating relationships of trust, cooperation, and confidence;
- Oversee the budget as designated by the Program Manager;
- Act as a designated spokesperson when required. Support the development of KBE partnerships and the negotiation of KBE Cooperation Agreements;
- Other duties as assigned by the Program Manager.

Requirements

- Familiarity with the KAIROS Blanket Exercise;
- Commitment to the mission and values of KAIROS;
- Demonstrated capacity to work collaboratively and respectfully with First Nations, Inuit, and Métis peoples;
- Extensive, in-depth knowledge of Indigenous cultural protocols, values, and history;
- Excellent management skills and experience related to staff supervision and team building, budgeting and control, and program management;
- Six years experience in, and relevant commitment to, Indigenous justice, two as a supervisor or manager (preferably in a unionized environment);
- Experience and expertise in curriculum development and delivery in an Indigenous resurgence framework;
- Graduate university degree in Indigenous studies, political science, human rights, non-profit management, popular education, or other relevant education;
- Ability to work effectively with Indigenous organizations and communities, government bodies, educational institutions, churches and Christian organizations, and other key organizational actors;
- Exemplary judgment and relational skills;
- Excellent skills in organization, administration, time management;

- Demonstrated capacity to work within an anti-oppressive framework;
- Collaborative work style as part of a management and staff team;
- Excellent skills in Microsoft Office, competency in working with databases;
- Functional use of French or an Indigenous language a strong asset.

Some evening and weekend work required. Some travel inside of Canada required. Possible travel outside of Canada.

Applicants are encouraged to apply using a format that is most resonant with their worldview and practice, including artwork, portfolios, websites, oral submissions via audio and/or video, a cover letter and resumé.

Please share the reasons and intent for applying, including why and how you believe you are qualified to help strengthen the program. Please share in sufficient detail your experience, knowledge, and leadership and the connections between your experience and knowledge and this position.

Also, please provide three community and / or professional and / or academic references who are able to comment on your relevant experience, knowledge and leadership.

Please email your application with “KBE Assistant Manager” in the subject line to Devora Cascante at dcascante@kairoscanada.org by 4:00 pm ET on **March 22, 2021.**

KAIROS is committed to a diverse workforce, where barriers to employment by marginalized communities are eliminated. Therefore, we invite persons from federally recognized employment equity groups--Indigenous peoples, women, persons with disabilities, and/or persons from racialized communities--to self-identify in their application.