



**EXTERNAL JOB POSTING
1 JUNE 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, KBE Education & Training Coordinator who will work as part of the KAIROS KBE Team toward the development of a sustainable and effective KBE program.

POSITION TITLE: KAIROS Blanket Exercise Education & Training Coordinator

REPORTS TO: Program Manager

OFFICE LOCATION: Remote

CLASSIFICATION: Temporary union position, 6-months
Level 11 - 1 FTE. The salary for this position is \$57,527 annually, prorated for 6 months and paid monthly.

START DATE: 1 July 2021

Purpose of This Position

In the context of the vision and mission of KAIROS, the KAIROS Blanket Exercise (KBE) Education & Training Coordinator will coordinate the KBE Facilitator Training program and contribute to the development of educational resources and materials for the KBE program. Reporting to the Program Manager and working with the KBE team, including Regional Directors, Trainers, Facilitators, and Elders/Knowledge Keepers, the Coordinator will contribute to the overall development of a sustainable and effective KBE program, ensuring the KBE contributes to reconciliation in Canada.

RESPONSIBILITIES

Education Initiatives & Coordination

- Within the KBE team, contribute to the overall development of a sustainable and effective KBE program, and the creation and maintenance of required systems and processes.
- Continue to develop, update, and improve KBE scripts, virtual KBE scripts, KBE Teaching & Sharing Circles, and other related KBE resources and services.
- Design and develop resources and materials, such as webinars or online training modules, for community development and the professional development of KBE Facilitators, Trainers, Elders/Knowledge Keepers, and sector partners.
- Advise and propose solutions for challenges and opportunities within the KBE program, including complex requests.

Training Coordination

- Recruit, vet, support, and evaluate KBE Trainers and Elders/Knowledge Keepers.
- Ensure up-to-date records are kept on different aspects of the KBE Training program in the KBE CMS Database, including information on Trainers and Elders/Knowledge Keepers, training sessions, and budget and financial records.
- Coordinate the network of Trainers in order to respond effectively and efficiently to KBE Facilitator Training requests, with emphasis on ensuring Indigenous peoples play a strong and prominent role in the network.
- Evaluate, enhance and implement a strategy for training new KBE Facilitators to support the KBE program.
- Evaluate, enhance, and create KBE Facilitator Training materials and resources to build and support members of the KBE network.
- Implement the KBE facilitator certification process for new KAIROS Facilitators and sector partners.
- Function as a key KBE facilitator Trainer, as necessary.
- Contribute to the evaluation of the ongoing KBE Education & Training program: make recommendations for program development.
- Act as an ambassador for the KBE program.

Other duties

- In collaboration with the KBE Communications & Partnerships Coordinator, ensure that prospective partners are aware of and able to meet the protocols of Indigenous leadership and health support, as per the partnership agreements.
- In collaboration with the KBE Communications & Partnerships Coordinator, ensure a timely and effective response to training requests from sector partners and prospective partners.
- Develop and implement standard evaluation tools for KBE resources and services.
- When required, assist with and support the development and implementation of KBE

partnerships and agreements.

- Contribute to the creation of content for marketing and outreach channels for the KBE program, including the websites and social media platforms.
- Contribute to KAIROS outreach and fundraising initiatives.
- Other duties assigned by the Program Manager & KBE Director.

REQUIREMENTS

- Demonstrated commitment to and knowledge of the KAIROS Blanket Exercise.
- Demonstrated experience in, knowledge of, and five years of relevant commitment to Indigenous rights.
- University degree in education, Indigenous studies, or other relevant degree.
- Ability to work collaboratively and respectfully with First Nations, Inuit and Métis peoples.
- Ability to work effectively with government bodies, educational institutions, NGOs, not-for-profits, community groups and other organizations interested in partnering with KAIROS around the KBE.
- Demonstrated ability to build and maintain strong relationships within a complex network.
- Demonstrated excellence in conflict resolution and management.
- Demonstrated excellence in writing and resource development, including for training modules, and web & print resources.
- Demonstrated excellence in project management, including managing budgets.
- Demonstrated excellence in written and oral communications and public presentations.
- Excellent skills in Microsoft Office.
- Ability to work with a CMS Database environment.
- Excellent skills in cross-cultural and anti-racist animation and action, with demonstrated understanding of principles of cultural competency.
- Knowledge and experience in trauma-informed methodologies and approaches to education a key asset.
- Some weekend and evening work, and the ability to travel in Canada for up to 4 weeks per year.
- Ability to work in a collegial team, supervised by a Manager.
- Commitment to the mission and values of KAIROS.
- Knowledge of an Indigenous language and/or French a key asset.

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 can comment on your relevant experience, knowledge, and leadership.

Please email your application with “KAIROS Blanket Exercise Education & Training Coordinator” in the subject line to Sadie Anderson at sanderson@kairoscanada.org by 4:00 pm CST on Monday, June 14, 2021.

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

KAIROS is committed to a diverse workforce, where barriers to employment for marginalized communities are eliminated. 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.