

KAIROS Job Posting

Position Title: Indigenous Rights Program Coordinator
Position Status: Full-time (35 hours/week) permanent
Work Model (Location): Hybrid (Toronto/Ottawa office)
Level and Salary: Level 11 (Union) \$57,527.00
Application Deadline: July 13, 2022
Posting Reference: KAIROS-22-07
E-Mail: careers@united-church.ca
Web: www.kairoscanada.org

KAIROS: Canadian Ecumenical Justice Initiatives is an ecumenical movement for ecological justice and human rights. KAIROS includes three program Circles, a network of activists, and regional representatives, educators, and partners in Canada and around the world who help guide our work. We have offices in Toronto and Ottawa and home offices across the country.

KAIROS Canada is committed to truth, healing, and reconciliation for the past and Indigenous justice for the present. We recognize Indigenous peoples as distinct peoples and nations, with rights to land and self-determination and we are building just and respectful relationships between Indigenous and non-Indigenous peoples. Our work prioritizes an active process of decolonization— with ourselves, our communities, our churches, and our country.

RESPONSIBILITIES

The Indigenous Rights Program Coordinator is the lead staff position for Indigenous rights advocacy and is responsible for KAIROS research, policy, education and program initiatives related to Indigenous rights. They work with Indigenous peoples to see the realization of rights, and the advancement of reconciliation. This position is largely focused on engaging people in Canada in Indigenous rights, and works with a Global Partnerships Coordinator, also focused on Indigenous rights globally, as well as with the KAIROS Blanket Exercise Team. Key position functions are:

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

All KAIROS staff will exhibit practices that recognize and uphold principles of diversity, equity, inclusion (DEI), anti-colonialism, anti-racism, and anti-oppression (ARAO), exemplifying these principles in their day-to-day interactions with colleagues, partners, hosts, members, donors, supporters, and the public, and contribute to the organization's DEI and ARAO development at the individual, team, and organizational levels.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, education, experience and ability required.

- Commitment to the mission and values of KAIROS and a comfort working in an ecumenical Christian context;
- Post-secondary education in a related field (i.e. political science, conflict studies) together with 3-5 years' relevant work experience in support of Indigenous rights and a clear commitment to reconciliation;
- Experience and knowledge of and commitment to Indigenous rights;
- Knowledge of Indigenous ways, history within Canada, and language and culture;
- Strong ability to work collaboratively and respectfully with Indigenous peoples;
- Ability to work ecumenically and understand and present work in a Christian theological context;
- Experience in writing grant proposals;
- Collaborative work style working respectfully within a diverse virtual work environment;
- Excellent research and analytical skills with the ability to identify, analyze and articulate issues with a strong commitment and engagement in the work;
- Strong organizational, planning, administration and time management skills;
- Excellent verbal/written, relational and inter-personal communication skills with the ability to advocate and make presentations (i.e. public presentations);

- Ability to work effectively with Indigenous organizations and communities, government bodies, educational institutions, churches and Christian organizations, and other key organizational actors;
- Excellent skills working in cross-cultural, anti-racist and anti-oppression frameworks;
- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom and other social media and online platforms;
- A pre-disposition to working ecumenically with the ability to work collegially and collaboratively with staff, churches, Canadian and Southern partners, and Indigenous peoples;
- Functional knowledge of French and/or an Indigenous language and lived cross-cultural experience are assets; and
- Recognition of personal and professional boundaries.

HOW TO APPLY

Interested applicants are invited to submit their cover letter and resume with **KAIROS-22-07** in the subject line to: careers@united-church.ca Internal applications will be given first consideration.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and KAIROS' Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance. We thank all applicants and will contact the individuals selected for an interview. No phone calls please.