

## Indigenous Rights Program Coordinator

KAIROS: Canadian Ecumenical Justice Initiatives is seeking an individual to fill the role Indigenous Rights Program Coordinator on a full-time permanent basis (35 hours/week) in Toronto, ON. KAIROS is a small to mid-sized organization. This is a unionized position.

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. Staff are located in the Toronto office and home offices across the country. ([www.kairoscanada.org](http://www.kairoscanada.org))

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 the Global Partnerships Team, also focused on Indigenous rights globally, as well as with the KAIROS Blanket Exercise Team. The current primary areas of responsibility 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; Assist the KAIROS Indigenous Rights Circle and KBE Indigenous Circle to fulfill their mandate to provide input, feedback and inspiration to help fulfill KAIROS' mission and strategic plans; and review and help develop policy and advocacy priorities related to KAIROS' programs; 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; Monitor and evaluate activities to obtain feedback from stakeholders, striving for continual improvement.
- **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; Foster youth engagement through outreach, marketing and relationship building; Build awareness of KAIROS' work; Assist with the facilitation of visits to Indigenous

communities or with the participation of Indigenous peoples on delegations and tours, working 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**

- Post-secondary education in a related field (i.e. political science, conflict studies);
- 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 hybrid 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 while building relationships with Indigenous organizations and communities, government bodies, educational institutions, churches and Christian organizations, and other key organizational leads;
- 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; and
- Functional knowledge of French and/or an Indigenous language and lived cross-cultural experience are assets.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, KAIROS will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

## **COMPENSATION**

The annual salary for the Indigenous Rights Program Coordinator position is \$62,795.22. Pension and group benefit plans coverage, and annual vacation round out this compensation package.

## **WORKING CONDITIONS**

KAIROS has adopted a hybrid workplace model, providing flexibility for this position. This position will work both remotely off-site and have in-office working days in the Toronto office. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity

including sitting, standing and being on the phone for long periods of time will be required. Occasional additional hours, attendance at weekend meetings/events and travel within Canada, may be required.

**HOW TO APPLY**

Interested applicants are invited to submit their resume, quoting job number K23-07, to Human Resources, e-mail: [careers@kairoscanada.org](mailto:careers@kairoscanada.org)

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.