



MESSY BOOK PROGRAM COORDINATOR - NORTHERN ONTARIO

Job Description: Messy Book Program Coordinator, Northern Ontario

Term: Full time, one year contract

Compensation: \$42,000 - \$52,000

Location: Remote position, work from home and designated locations determined by program needs. Accepting candidates based in Thunder Bay, Ottawa, or Winnipeg.

Deadline to apply: Please submit cover letter and CV to hr@arcticrose.org by **January 12, 2024**.

OVERVIEW

The **Arctic Rose Foundation (ARF)** is a registered Canadian charity that provides Indigenous youth living in Northern communities, a safe space to participate and grow through Indigenous-led, arts-based and culturally grounded afterschool programs. Our programs utilize expressive arts and are facilitated by local high school youth and young adults who are trained and employed by the ARF. For more information, please visit www.arcticrose.org.

ARF is expanding its Messy Book Program to three First Nations communities in Northern Ontario and is seeking a program coordinator to coordinate and support the delivery of the Messy Book Program in accordance with the program's objectives and workplan. The successful candidate will be self-motivated, results-oriented, with strong initiative and the ability to work both independently and within a small team of a rapidly growing organization.

RESPONSIBILITIES

Coordinate Travel, Training, Guest Artist Sessions

- Book facilities or virtual spaces, coordinate travel and send out materials for training meetings, arrange catering;
- Schedule, book, host monthly virtual Guest Artists sessions;
- Schedule, coordinate logistics and arrange travel, for in person community Guest Artist sessions. Includes communicating with artists and sending out art supplies to program sites in advance of the session;
- Coordinate bi-weekly team meetings or mentoring sessions.

Inventory

- Order program supplies and materials as approved by the Program Manager;
- Maintain inventory of equipment, snacks, art supplies at community program sites;
- Source local vendors, organize logistics, prepare and mail out monthly art supply shipments to program sites in Northern Ontario.

Program Promotion, Tracking, Reports

- Create and post approved social media posts, posters, flyers;
- Prepare monthly activity reports, assist in program monitoring and evaluation, special event plans, proposal writing;
- Support relationship building and partnership development in the region.

Staff Supervision

- Supervise CALM Workers, prepare staffing schedules;
- Work with the Program Manager to implement the ongoing coaching and development of the youth team;
- Collect bi-weekly virtual timesheets for Program Manager approval;
- File and maintain cloud-based program records in an orderly and confidential manner;
- Participate and/or coordinates regular virtual staff meetings, and training as required;
- Support the recruitment, training, and retention of CALM Workers.

General

- Integrate Indigenous culture in services provided;
- Ensure culturally cognizant approach in all aspects of this role and program delivery;
- Assist the Program Manager to prepare and implement regional workplan;
- Meet with community program partner on a regular basis;
- Any other tasks as assigned by the Program Manager.

QUALIFICATIONS

- post-secondary certification and/or high school diploma with relevant work experience
- minimum of one-year program coordination experience

KNOWLEDGE AND SKILLS

- previous experience working with Inuit or Indigenous communities
- previous experience working with children and youth
- knowledge of standard office administrative practices and procedures
- ability to communicate effectively in English both orally and in writing
- ability to communicate in an Indigenous language is an asset
- organized, efficient, accurate, creative, and able to take initiative
- ability to meet deadlines with attention to detail;
- knowledge of Indigenous culture and community;
- northern experience an asset;
- good computer skills, experience with relevant software such as Microsoft Office;
- strong team-work skills with ability to work in a collaborative environment;
- excellent interpersonal and communication skills;
- utilizes a culturally cognizant approach;

- knowledge and understanding of the history, inequities and barriers, and socio-economic determinants of health that impact mental health and wellbeing in Indigenous communities;
- Strong interpersonal and communication skills, able to nurture trusting, open, kind-hearted relationships that encourage learning and participation.

CONDITIONS OF WORK

- one year contract (37.5 hrs a week) with three-month probationary period;
- successful applicant is based in Thunder Bay, Ottawa, or Winnipeg, working from home and designated locations as determined by program needs;
- successful completion of a vulnerable sector check;
- proof of COVID 19 vaccinations;
- access to stable internet from home is required;
- travel required to remote northern communities;
- valid driver's license, access to a car is an asset;
- occasional evening and weekend work is required.

Note: If two or more equally qualified candidates are considered for this position, preference will be given to the candidate of Indigenous descent