

JOB DESCRIPTION

CultureNet Saskatoon PROJECT COORDINATOR

The Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA), Multicultural Council of Saskatchewan (MCoS), the Aboriginal Friendship Centers of Saskatchewan (AFCS) created a provincial partnership to lead research and support on intercultural relationships. BRIDGES (*Building Relationships Interculturally through Dialogue and Growing Engagement in Saskatchewan*) - Connecting Aboriginal and Newcomer Communities is motivated by the growing importance placed on demographic changes in the province and the desire to explore activities in the province and possible best practice models of collaboration elsewhere that might be relevant here.

The work done by the three provincial partners and our local affiliates has set the groundwork to expand the impact of BRIDGES. The opportunities for newcomers to build relationships with the Indigenous people in their communities is valuable for effective integration. Growing relationships between organizations that serve either or both of these often vulnerable groups create better service delivery and long-term outcomes. This is increasingly relevant as all residents of Canada begin to understand the impact of our colonial history on Indigenous people, thanks to the Truth and Reconciliation Commission. It is essential for newcomers to learn the full truth of our heritage and our responsibilities to create welcoming and inclusive communities, in which all cultures are reflected and valued.

Position Title: CultureNet Saskatoon Project Coordinator

Location: Aboriginal Friendship Centre of Saskatchewan – Saskatoon Office

Duration: January 22, 2018 to July 13, 2018

Position: Part-Time; 15 hours per week

Salary: \$20 per hour

Deadline for applications: January 08, 2018

MAJOR RESPONSIBILITIES/DUTIES:

- a) Establish and cultivate relationships with Aboriginal and newcomer communities
- b) Coordinate and facilitate organizational networking meetings with community organizations providing services to newcomer and Aboriginal communities. This includes, but is not limited to registration, food service arrangements, nametags and facilitator information.
- c) Foster community engagement by identifying and disseminating information and resources, especially BRIDGES criteria, relating to cultural events and activities across the greater Saskatoon community
- d) Encourage collaboration and resource sharing through ongoing engagement with local partners.
- e) Nurture sustainability of programs and activities that provide opportunities to build intercultural relationships in collaboration with partner organizations
- f) Liaise with the BRIDGES partners in identifying community needs, promotions, marketing materials and other logistics
- g) Provide input on stewardship strategies to ensure seamless transition between event deliverables, related activities, and reporting according the fund requirements
- h) Promote all partner events to the public through media, social media and other means. Respond to enquiries from the public about events, assist with media requests.
- i) Provide detailed documentation to provincial partners: meeting notes, invitation and participant lists, etc.
- j) In consultation with local partners and the provincial partners, determine if there is a need for additional events. If so, coordinate events which involves decision making input on external resources, managing event processes, communications, media promotions, monitoring and implementation.
- k) Other related duties as required

REQUIREMENTS/QUALIFICATIONS:

- Post-secondary degree in a related field (possibly community development) and proven experience of working in the not-for-profit sector
- Extensive knowledge in Aboriginal-Newcomer cultural dynamics and relationships
- The ability to work well independently and possess excellent communication, organizational and creative thinking skills
- Experience in planning and implementing events including expertise in attracting sponsorships; proven track record in developing and implementing promotion plans; print production expertise associated with fundraising events
- Software proficiency in Microsoft Word, Excel, Power Point, is required
- Extensive experience volunteer management, supervising and orientating people for events
- Excellent written and oral interpersonal communication skills
- Strong initiative skills an asset
- Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations
- Experience and comfort with facilitation of committee meetings
- Office administration experience

Application Deadline: January 08, 2018. Please submit both cover letter and resume to anthony.olusola@saisia.ca.

Review complete job posting on MCoS website at www.mcos.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

