

MCoS ICARE Coordinator Job Description

Responsible to:	Executive Director
Salary:	\$60,000 per year plus benefits following a 3-month probation
Contract:	December 1, 2022 to March 31, 2024 with possibility of permanence
Hours:	Full-time with flexibility: 37.5 hours per week (often Monday to Friday 9:00 - 4:30) with some need for evening and weekend availability
Location:	MCoS office is in Regina; remote work in Saskatchewan welcome. Occasional travel to participating communities expected.

The Multicultural Council of Saskatchewan is committed to promoting, fostering, improving and developing multiculturalism in the cultural, economic, social and political life of Saskatchewan while working to achieve equality of all residents. MCoS is a non-profit charitable provincial cultural organization. MCoS' services and support reaches lands covered by Treaties 2, 4, 5, 6, 8 & 10 traditional lands of the nehiyawak/nehithawak/nehinawak/Cree, Anishinaabeg/Nahkawe/Saulteaux, Dakota, Lakota, Nakoda, and Dene peoples and Homeland of the Michif - all regions of the Métis Nation of Saskatchewan. The office is located in Regina.

Intercultural Connections and Anti-Racism Engagement (ICARE) is a project to build relationships between Indigenous, newcomer, established immigrant, and settler organizations and community members while addressing racism, oppression, and colonialism through an intersectional decolonial lens. Some aspects of the project will take place in specific communities, others will have a provincial reach.

ICARE is explicitly designed to work toward the elimination of discrimination, racism, and prejudice through workshops for a variety of audiences, online resources and conversations including regional intercultural and anti-racism community activities, regional organizational networking, deepening the understanding of racism and colonialism in the multicultural community, and a virtual book club. ICARE is all about working together to build awareness and change attitudes. It is founded on the belief that the combination of intercultural relationships and anti-racism education allows people to sit with discomfort and learn. The components of ICARE take this a step further by including opportunities for plans for action to make communities better places for all.

MCoS has a diverse and welcoming staff who understand the need for interrelationships, are committed to the journey of continuous learning and building respectful and equitable relationships on the land known as Saskatchewan. MCoS is aware of the colonial systems we operate in and the ways that immigration and multiculturalism can be used for colonial purposes; we are open to organizational change over time. This is an opportunity for you to add your voice to the process. Supports for the ICARE Coordinator include a project advisor, MCoS staff, community partners, and advisory circles.

Responsibilities:

The ICARE Coordinator is responsible for coordinating all aspects of the ICARE program.

The ICARE Coordinator reports and is responsible to the Executive Director and works in accordance with the policies of the organization, independently and with other staff as appropriate.

The ICARE Coordinator will be responsible to:

- Develop and implement plans that align with the organization's Strategic Directions, mandate and project objectives and timelines, in order to animate:
 - local community programming in at least 3 Saskatchewan locations,
 - hiring, training and support for local coordinators,
 - intercultural elder and youth advisory circles,
 - education for MCoS staff, board, members, facilitators, and partners,
 - and a book club.
- Build relationships in diverse sectors to build connections and support for intercultural and anti-racism anti-oppression work
- Use data from evaluations to ensure consistent quality and continuous improvement
- Assess and evaluate program outcomes to provide input for reporting and future planning
- Manage project budget with the Executive Director and report to funders
- Other duties as requested by the Executive Director.

Knowledge, Skills, Abilities and Requirements:

The ICARE Coordinator will have:

- An undergraduate degree or a combination of formal schooling, self-education, prior experience, and on-the-job training
- Demonstrated knowledge of colonialism, decolonization, anti-racism, anti-oppression, and intersectionality
- Demonstrated experience in program coordination
- Demonstrated experience working in Indigenous and intercultural environments
- Excellent interpersonal and cross-cultural communication skills with a demonstrated welcoming, respectful approach to interactions.
- This project will be best served by a coordinator with connections, including reconnections, and lived/living Indigenous experiences. We understand that colonial assimilation attempts removed many people from their communities. Please describe your connection to your community in the cover letter.
- Knowledge of Indigenous language is an asset.
- Familiarity with multicultural organizations and ethnocultural communities, the issues they face, and the benefits of diversity is a significant asset
- Excellent written and verbal communication skills
- Experience with research and evaluation for program decisions and direction
- Experience in non-profit or community-based organizations an asset;
- Good computer skills (word processing, Excel, PowerPoint, etc.)
- Have strong organizational skills and a commitment to professionalism, including the ability to multi-task, manage timelines and multiple deadlines;
- Demonstrate a proven track record of working harmoniously within teams;
- Be an independent, energetic, analytical, self-starting and responsible worker, driven by successful, punctual and quality outcomes;
- Have the ability to travel in Saskatchewan, and have a valid driver's licence; and
- Be willing to work occasional evenings and weekends.
- This position requires a criminal record check.

MCoS appreciates all responses to this competition, however, only those candidates selected for an interview will be contacted. We are committed to [employment equity](#) and provide reasonable accommodations; please feel free to self-identify as Indigenous, a person with disabilities, a visible minority (person oppressed by racism), and a woman in an underrepresented occupation. This position will be best served by a person with First Nations or Métis (or Indigenous) heritage, lived/living experience, and community connections.

Please make any inquiries and submit **cover letter** and **résumé** electronically by 4:30 p.m. **Monday, November 21, 2022** to: Rhonda Rosenberg, Executive Director at exec@mcos.ca.