



## **4Rs Youth Movement is Hiring!**

### **Could you be our new National Learning Community (NLC) Coordinator?**

**Apply by August 5<sup>th</sup>, 2018 12 PM EST for an opportunity to join the team!**

**Desired start date:** September 1st, 2018 through to March 31<sup>st</sup>, 2020

**Location:** Flexible within Canada

#### **The opportunity . . .**

4Rs is looking for an experienced program coordinator to recruit and support the next cohort of our National Learning Community (NLC). The NLC will bring together young people between the ages of 18-30, who would become a community of learning for the year, building their capacity together to host dialogue and take action on decolonization and reconciliation in ways that are relevant to them and their communities.

This posting for NLC Coordinator, is an invitation to join a community of young people working to engage in self-awareness and reflection, and reimagine the process of reconciliation through the lens of authentic relationship building, critical dialogue and collaborative leadership that centres the needs of Indigenous people. It will require you to be gentle, and patient with yourself, to learn with others, to lead together, to challenge and be challenged, to stumble and get back up. With your help we can create spaces where young people can tend to spirit, build inclusion, take time for ceremony, reflection and self-care, and remind each other to laugh, play, sing and dance all while contributing to decolonization in Canada.

#### **A bit of background . . .**

The 4Rs Youth Movement has evolved over the past 4 years as an Indigenous youth-led, settler supported, national collaborative, seeking to change the country by changing relationships between Indigenous and non-Indigenous young people. In a national context, we are living in an environment where there have been and continue to be toxic relationships between Indigenous and non-Indigenous people, even as there is a new consciousness coming in about changing this.

Our hope is to grow our collective capacity and strategically weave together networks of awesome people, organizations and movements contributing to a healthier ecosystem for young people engaging in decolonization & reconciliation work. It feels important to push back against “reconciliation” as a buzzword, knowing the purpose and intent of our actions will live on beyond a political or program mandate. Reconciliation is still so new to Canadians, and engaging in meaningful cross-cultural dialogue, while often beautiful and transformational, is also painful, difficult and messy. So it is not only what we do but also how we do it that will create the most change. This means at times, challenging the ways of working, and the systems of power that reinforce an unacceptable status quo for Indigenous people.

## What is the role of the NLC Coordinator?

The NLC Coordinator will report to the 4Rs Executive Director, and will work closely with all members of the 4Rs team including the core staff, youth facilitators, storytellers, researchers and our Steering Committee. The NLC Coordinator will be responsible for the following:

### 1. Programming and Logistics

- With support from the 4Rs staff team, develops and implements a learning program for the NLC including designing and co-facilitating an opening training and closing retreat;
- Supports the needs of the NLC in convening events/gatherings using the 4Rs Framework for cross-cultural dialogue.
- Builds relationships based on the values of 4Rs (respect, reciprocity, reconciliation, relevance) with all gathering participants, and curates a network of 4Rs participants for future collaboration and opportunities.
- Arranges for all of the logistical elements associated with hosting multiple local gatherings including travel, venue, catering, materials etc.
- Evaluates and tracks outreach activities, records of media coverage, events statistics and integrates information to the NLC and 4Rs network as part of a generative learning process.

### 2. Outreach and Communications

- Develops and implements an outreach strategy to invite groups to come forward to join the NLC.
- Manages the development, distribution, and maintenance of all print and electronic materials related to these gatherings including, but not limited to newsletters, emails, social media, reports, and website; coordinates document translation.
- Responds to requests from the NLC, as well as young people and adult allies from within and external to the 4Rs network.
- Maintains up-to-date contact database and mailing lists, and uses these and other tools to deepen the relationships and connections across geography, and access to events and opportunities for young people in the movement.

### 3. Finance, Administration, and Reporting

- Tracks and monitors budget components related to program expenditures, creates monthly reports on the status of accounts payable for the program.
- Evaluates all elements of program delivery and prepares financial and programmatic reports for funding partners.
- Identifies the need for internal policies to support the work of the movement relevant to the NLC Coordinator role and activities, and works with the Executive Director to develop them.

### 4. Teamwork Makes the Dream Work and Other Responsibilities

- Help build a culture within the staff team that promotes respect, reciprocity, relevance and reconciliation.
- Undertake research as necessary to support learning and capacity building for the 4Rs team.
- Provide other logistical, engagement, communications, and administrative support to the 4Rs team, as needed.
- Engage in activities out of the scope of your program work that serve the overall mission of 4Rs.

## Who are we looking for?

We believe that lived experience and professional development are just as important to weigh in terms of finding the right person for this position. An optimal person for this role is someone with 2-3 years of experience in community organizing, youth program development and delivery, and/or youth engagement or a combination of community experience and a postsecondary degree in Indigenous Studies, Community Development or a complementary field.

*With that in mind, we are looking for someone who . . .*

- Has lived experience, or as an ally, a strong understanding of First Nation, Métis, and Inuit peoples, communities and culture.
- Has experience working within a decolonized, anti-racism and/or anti-oppression framework.
- Understands the importance of hosting and facilitation as part of their practice.
- Has outstanding interpersonal and relationship-building skills with the ability to quickly establish trust with young people and community stakeholders.
- Is passionate about building meaningful, authentic relationships as a foundation for making social change.
- Is creative and effective in the development (visioning, proposal writing, delivery and evaluation) of events and related communications materials.
- Is skilled at integrating values and meaningful transformation into the design of events.
- Has excellent community organizing skills, and can be a homebase of resources and support to community.
- Loves making connections between people, their gifts, ideas and opportunities.
- Has a project management style that fosters shared leadership, strong team participation and productivity, emphasizing the values of respect and mutual accountability.
- Is reliable, detail-oriented, and organized; a logistical genius who can implement programs effectively while synthesizing what they're learning and making changes as they go.
- Is able to work effectively under tight deadlines, juggling multiple priorities and deliverables simultaneously while applying good time management.
- Is comfortable working in dynamic environments with fluctuating and flexible work hours, and at times a lot of travel.
- Can work independently without daily support and not a lot of structure but also collaboratively with a team situated remotely across turtle island.
- Is able to exercise good judgement in determining when to consult the ED and when to take initiative.

*We would be really impressed if you have....*

- Been to an Art of Hosting training, and have experience practicing AoH methodology;
- A second language!
- Experience in planning, writing, editing, and production of newsletters, website content, social media posts, funding reports etc, using Adobe Design Suite (InDesign, Photoshop, Illustrator);
- Experience with Wordpress.

## Interested in Joining the Movement?

This position offers competitive compensation, great opportunities for learning, travel and a chance to do something meaningful. The location for this position is flexible within Canada. We are an equity opportunity employer that encourages Indigenous people, members of the LGBTQ2S+ community, racialized folks, newcomers, people of all genders and abilities, and members of other under-represented communities to apply.

## How to Apply . . .

**Applications close Sunday August 5<sup>th</sup>, 2018, 12 AM EST** and should be submitted by email to [jessica@4rsyouth.ca](mailto:jessica@4rsyouth.ca) with a cc to [shazlin.ar@gmail.com](mailto:shazlin.ar@gmail.com), along with the following information:

- Subject line: Application – NLC Coordinator [Your Name]
- A letter/poem/story/video to the 4Rs Hiring Committee that helps us to understand why you are interested in joining our team. Please include a reflection on a moment of learning or transformation you have experienced and how it might help you to navigate the opportunities and challenges with this role
- Your resume!
- Three (3) references including contact information

We appreciate all applications, but only those shortlisted will be contacted.

*For more information visit [www.4rsyouth.ca](http://www.4rsyouth.ca)*