



Covering Canada in Moccasins

JOB DESCRIPTION

Education Coordinator

Location: Hybrid / Moccasin Identifier Office

Unit: Education Stream

Reports to: General Manager

Employment Type: Full-time contract, *based on available funding*

ABOUT

Moccasin Identifier is an Indigenous-led Initiative dedicated to increasing awareness and understanding of Indigenous Treaties and history across Canada. Our mission is to cover Canada in Moccasins, promoting Treaty education and fostering a network of knowledge for Truth and Reconciliation through our education programs and place-knowing installations.

PURPOSE

The Moccasin Identifier Education Coordinator will be responsible for advancing the educational stream of the Moccasin Identifier Initiative. This role includes managing and organizing the Canada Heritage Grant, alongside the broader team, updating and maintaining the elementary and secondary education curriculum alongside consultants, coordinating and executing the Walking Together training program, organizing the national Walking Together education symposium with ministries, partners and school boards, assisting the General Manager, and participating in partnership meetings. The Education Coordinator will also monitor and oversee the daily activities of the Youth and Engagement Coordinator, including training, tracking workshops, assisting in larger school workshops, and coordinating presentations when staff are in the field.

ACCOUNTABILITY

The Moccasin Identifier Education Coordinator is supervised daily by the General Manager. The Education Coordinator works alongside the broader team in accordance with funding priorities and plans.

DETAILED RESPONSIBILITIES AND EXPECTED RESULTS

1) Education Program Oversight

- Oversee the design, implementation, and evaluation of educational programs, ensuring they meet high standards of quality and cultural relevance.
- Work with educators and Indigenous leaders to continuously update and improve program content.

2) Curriculum Development

- Oversee the development and execution the Canada Heritage Grant's national elementary and secondary education curriculum in collaboration with educational consultants.
- Develop a database of existing online Treaty and First Nation history platforms, knowledge keepers or historians, and Indigenous curriculum writers across Canada.
- Update and maintain existing elementary and secondary education curriculum in collaboration with educational consultants.
- Ensure mutual compliance with consultants' contracts; provincial and federal education requirements and standards; and Request for Proposal requirements.
- Ensure the curriculum aligns with the goals and objectives of the Moccasin Identifier Initiative.
- Work closely with the Fundraising Coordinator to develop and finalize grant reports.
- Integrate feedback from educators and stakeholders to continuously improve the curriculum.

3) Training Program Coordination

- Coordinate and execute the Walking Together training program(s) for educators and community members.
- Develop training materials and resources to support the program.
- Schedule and organize training sessions, ensuring accessibility for all participants.

4) Symposium Organization

- Research best practices of past educational events, keynote

speakers, and relevant organizations, ministry contacts, educational institution contacts.

- Coordinate the Walking Together education symposium including logistics, venue selection, setup, materials preparation, and scheduling.
- Facilitate engagement and participation from various stakeholders.

5) Collaboration and Relationship Building

- Work closely with the local First Nation and other Indigenous groups to ensure programs are culturally relevant and respectful.
- Build and maintain strong relationships with schools, community organizations, and other stakeholders.
- Engage volunteers and community members in event execution (e.g. community mural installations).

6) Youth Engagement Oversight

- Train, monitor, and oversee the daily activities of the Youth Engagement and Events Coordinator
- Assist with tracking workshops, delivering school workshops, and coordinating presentations when staff are in the field.
- Provide guidance and support to ensure the effective delivery of youth engagement programs.

7) Inventory and Order Fulfillment

- Conduct regular audits of inventory to ensure accuracy and optimal stock levels, adjusting orders as necessary based on trends or anticipated needs.
- Oversee the entire order fulfillment process, from order receipt to delivery, ensuring timely execution and customer satisfaction.
- Collaborate with vendors and suppliers to negotiate contracts, manage relationships, and resolve issues related to product quality, delivery, and invoicing.

QUALIFICATIONS

Education and Experience

- Bachelor's degree in Education, Indigenous Studies, or a related field.

- Minimum of 3-5 years of experience in education, program management, or a related role.
- Experience working with Indigenous communities and organizations is highly desirable.

Knowledge, Skills and Abilities

- Strong understanding of Indigenous history, culture, and education.
- Excellent organizational and project management skills.
- Ability to work collaboratively with various stakeholders, including educational institutions, government bodies, and community organizations.
- Strong communication and presentation skills.
- Proficiency in Microsoft Office Suite and other relevant software.

Key Competencies

- **Leadership:** Ability to lead and manage a team, fostering a collaborative and supportive environment.
- **Communication:** Strong verbal and written communication skills to effectively interact with various stakeholders.
- **Organizational Skills:** Ability to manage multiple projects simultaneously and meet deadlines.
- **Cultural Sensitivity:** Respectful and knowledgeable about Indigenous cultures and traditions.
- **Problem-Solving:** Ability to identify issues and develop effective solutions.

Other Requirements

- Ability to travel as needed for program coordination and partnership meetings.
- Valid driver's license.
- Results of a current criminal reference check including vulnerable sector.

Application Process

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and experience, and explaining their interest in the position. Please send your resume to admin@moccasinidentifier.com by January 6, 2025 at 4:30 p.m. ET.

Moccasin Identifier is an equal opportunity employer and encourages applications from all qualified individuals, including Indigenous Peoples, women, persons with disabilities, and members of visible minorities.