



**Covering
Canada
in Moccasins**

JOB DESCRIPTION

Youth and Event Engagement 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 Youth and Events Engagement Coordinator will play a crucial role in advancing Moccasin Identifier's education stream by engaging with youth and organizing community events. This role requires a strong knowledge of First Nations Peoples, a passion for working with children, youth, and adults, excellent public speaking skills, and exceptional organizational abilities. The Coordinator will be responsible for planning and executing educational events, workshops, and community outreach activities.

ACCOUNTABILITY

The Youth and Events Engagement Coordinator is supervised on a day-to-day basis by the Education Coordinator and reports to the General Manager. The Youth and Events Engagement Coordinator works alongside the broader team in accordance with funding priorities and plans.

DETAILED RESPONSIBILITIES AND EXPECTED RESULTS

1) Youth Engagement

- Develop and implement engaging educational program delivery for children and youth, aligned with Moccasin Identifier's mission and curriculum.
- Conduct age-appropriate workshops, presentations, and stenciling activities to teach Treaty awareness and Indigenous relationships to land.
- Foster a supportive and inclusive environment for youth participants, encouraging their active participation and learning.

2) Community Event Coordination

- Plan, organize, and execute community events, including educational workshops, public speaking engagements, and cultural celebrations.
- Coordinate events logistics, including venue selection, setup, materials preparation, and scheduling.
- Ensuring events run smoothly, addressing any issues that arise promptly and effectively.

3) Public Speaking and Outreach

- Serve as a spokesperson for Moccasin Identifier at public events, conferences, and community meetings.
- Deliver compelling presentations and speeches to diverse audiences, including students, educators, community members, and potential partners.
- Collaborate with marketing personnel to promote events and programs through various channels.

4) 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).

5) Program Support and Administration

- Assist with the development and distribution of educational materials and resources.

- Track and report on program participation and outcomes, as well as issuing invoices for events, providing insights for continuous improvement.
- Follow guidelines from the Education Manager to ensure alignment with organizational goals.

QUALIFICATIONS

Education and Experience

- College diploma in education, community development, event management, or related field, plus 2 years of relevant experience in a First Nation community, OR
- Grade 12 or equivalent and a minimum of 8 years of experience in a related field such as community engagement, event planning, or educational programming.

Knowledge, Skills and Abilities

- Strong knowledge of First Nations, Metis, and Inuit Peoples, and Indigenous cultural practices.
- Proven ability to work effectively with children and adults in educational settings.
- Exceptional public speaking and communication skills.
- Excellent organizational and logistical skills.
- Ability to follow instructions and work collaboratively within a team.
- Proficiency in Microsoft Office and event management software.
- Experience working with Indigenous communities is highly desirable.
- Willingness to travel and work flexible hours, including evenings and weekends.

Key Competencies

- Cultural Competency: Deep understanding and respect for Indigenous cultures and traditions.
- Engagement: Ability to connect with and inspire youth and community members.
- Public Speaking: Confidence and clarity in delivering presentations and

speeches.

- Organization: Strong organizational skills to manage multiple tasks and events simultaneously.
- Collaboration: Ability to build and maintain positive relationships with diverse stakeholders.
- Problem Solving: Quick thinking and resourceful in addressing challenges during events.

Other Requirements

- Flexible hours and travel will be required
- Results of a current criminal reference check including vulnerable sector
- Valid “G” class driver’s license, proof of insurance and ability to travel

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.