



**TITLE:** Community Outreach Facilitator

**POSITION STATUS:** Full-Time, 3-month contract with potential to renew

**SUPERVISION RECEIVED:** Waa' Naadmaaged (Site Search Manager)

**NUMBER OF POSITIONS:** 2

**SALARY:** \$53,000.00 - \$60,000.00 per annum based upon skills and qualifications

**LOCATION:** Operations based in Sault Ste. Marie. Travel required.

**PRIMARY FUNCTION:** Working under the supervision of the Waa' Naadmaaged, the Community Outreach Facilitators will support engagement with 85 Indigenous communities from which children were forced to attend Shingwauk Residential Schools, as well as Knowledge Keepers and Elders as appropriate. Engagement will focus on the development and implementation of cultural and communications protocols that will guide the search, fieldwork and commemorative activities undertaken by CSAA and its partners. Approximately 50% of staff time will be spent in First Nation communities.

**Responsibilities to include:**

- Share approved information on the Shingwauk Site Search with identified First Nation communities
- Assist in convening both online and face-to-face meetings with First Nation communities
- Maintain and coordinate schedules for presentations and communications stakeholders and partners
- Assist in knowledge gathering and sharing with Indian Residential School Survivors, families, community members
- Assist in organizing events and gatherings, including promotion and execution
- Liaise with other team members for event & presentation coordination
- Lead or assist with group facilitation and commemorative workshops
- Work in collaboration with community health leads to create a culturally supportive safe space for survivors, families and community members
- Assist in the preparation of ceremonies (opening/closing)

**Skills Preferred:**

- Demonstrated, strong written and oral communication skills
- Knowledge of, and ability to conduct community-based, qualitative research using Indigenous methodologies, (literature reviews, interviews/sharing circles, data analysis, dissemination of knowledge, report writing and presentation of findings)
- Ability to organize and work independently and as a team player
- Demonstrated ability to work with and support those with lived experience of residential school and their intergenerational impacts
- Familiarity with computer word processing and presentation applications (MS Office or Google Suite) and videoconferencing applications (Zoom, WebEx, or Google Meet)
- Trained or be willing to obtain certification in trauma-informed care & practices
- Fluency or familiarity with an Indigenous language of Ontario is a strong asset
- Knowledge of Indigenous community protocols



**Qualifications:**

- College Diploma in Social Services (Indigenous Specialization), BSW, MSW, Bachelor of Community Economic and Social Development, Sociology, Indigenous Studies
- Previous experience with community engagement or facilitation is required
- Must be legally entitled to work in Canada
- Ability to travel
- G-level Driver's License

Please submit a letter of application, CV and writing sample to [hire@nordikinstitute.com](mailto:hire@nordikinstitute.com) by Tuesday, December 5th, at 4:00 PM. Applications received by this deadline will be assured of consideration, though the posting remains open until the position is filled. Only those applicants invited to the interview stage will be contacted.

*The position is open to all qualified applicants, although preference will be given to Indigenous peoples, Canadian citizens and permanent residents of Canada. NORDIK Institute is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. NORDIK Institute invites and encourages applications from all qualified candidates from equity-seeking groups, (Indigenous peoples, racialized persons, women, persons with disabilities, and LGBTQQIP2SA+ persons) who may contribute to further diversification of our Institution.*

*In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by NORDIK Institute throughout the recruitment, selection and/or assessment process to applicants with disabilities.*

*The successful candidate will be required to provide a Police Records Check (Vulnerable Sector) as a condition of employment, however only convictions that would preclude the candidate from working with vulnerable populations would be considered relevant.*