



Community Coordinator

SUPERVISION RECEIVED: Dr. Elaine Ho-Tassone and Haley MacLeod (PhDc)

PRIMARY FUNCTION:

The Community Coordinator will assist NORDIK Institute with various community outreach and events coordinating. Such events will include the following:

- Working with Water Walkers to fundraise and coordinate a Water Walk around Lake Huron in 2024. This Water Walk will also work with the Algoma School Board and First Nation communities along the North Shore to have youth participate in the Water Walk and learn about Water Stories from Elders and communities along the North Shore.
- Contributing to community-based water quality monitoring by using a Water Rangers testkit and eDNA kits to sample at up to 10 locations across Sault Ste. Marie and/or Missanabie Cree First Nation territory, and contributing to communicating results of the data to community members

RESPONSIBILITIES INCLUDE:

- Work with Indigenous educators to identify community needs and develop hands-on programming that addresses those needs
- Work closely with community groups, Elders, and other organizations to develop engaging events, plan program agenda and identify speakers, facilitators, and workshop leaders. Includes:
 - Assisting with organizing a 3-day watershed journey on the water and on the land;
 - Assisting an elder with organizing a water walk (e.g., engaging with local school boards and Indigenous communities along Lake Huron to coordinate participation of community members and youth in the Water Walk; pursuing funding to support food and accommodation for the water walkers)
- Assist in developing activities and related teaching materials for programming
- Facilitate communications with program partners to help with planning and development of programming
- Assist with administrative tasks such as budget maintenance, booking venues, document organization, reporting, grant and journal article writing, etc.
- Play a concerted role in researching relevant information and preparing content for the initiatives' social media accounts
- Prepare and discuss infographics data and information related to education barriers faced by First Nation youth, as well as highlight Indigenous scientists and Elders; format for which is to be determined by parties involved

- Explore additional funding opportunities to amplify this year's efforts and extend beyond the NOHFC term (including wage funding opportunities to continue the position past NOHFC)
- Participate in freshwater monitoring activities (including eDNA sampling) in Sault Ste. Marie and/or in Missanabie Cree First Nation territory – training to be provided
- Contribute to dissemination of the water quality data collected
- Immerse in community events (e.g., engage with a local Elder to understand what goes into a water walk, etc.) as part of community engagement activities and relationship-building
- Propose a future direction for Aki Kikinomakaywin based on a synthesis report, in the format of an academic manuscript and/or another format

SKILLS PREFERRED:

- Strong written and verbal communication skills
- Strong organization skills and demonstrated ability to multi-task
- Demonstrated ability to work independently and as part of a team
- Demonstrated experience working with Indigenous communities and peoples
- Experience with developing and maintaining partnerships
- Familiarity with computer word processing and presentation applications (i.e., Microsoft Office) and videoconferencing applications (i.e., Google Meet, Zoom, or WebEx)
- Familiarity with Adobe Creative Suite, Instagram, Facebook, and Squarespace websites (or the confidence to learn these new skills)
- Experience with event planning and community organizing/engagement

QUALIFICATIONS:

To be eligible for funding individuals must:

- Have a valid driver's license and ability/willingness to travel within Northern Ontario using personal vehicle;
- Be willing to work from NORDIK's office, located at Algoma University in Sault Ste. Marie
- Be new entrants into the workforce, are transitioning to a new career, or be unemployed or underemployed who are entering a new field;
- Have not previously participated in a NOHFC-funded internship;
- Be at least 18 years of age; and
- Reside, and be legally entitled to work, in Canada (e.g., citizen or permanent resident).

LOCATION: Sault Ste. Marie, ON

SALARY: \$35,000-42,000 per annum

TO APPLY: Please submit a letter of application, CV to Dr. Elaine Ho-Tassone via hiring@nordikinstitute.com by Friday, January 26th, at 4:00 PM. Only those applicants invited to the interview stage will be contacted.

THIS OPPORTUNITY IS SUPPORTED BY:

