



TRACKS Youth Program
TRent Aboriginal Cultural Knowledge and Science

[705-748-1011 ext. 6381](tel:705-748-1011)
1600 West Bank Drive Peterborough Ontario K9L 0G2
www.tracksprogram.ca
facebook.com/tracksyouthprogram/
instagram.com/tracksprogram/

TRACKS YOUTH PROGRAM: JOB POSTING

Partnership & Resource Development Director

Are you passionate about Indigenous knowledges and land-centric youth education?

Are you interested in a rewarding and flexible career?

Do you have an eye for administrative details, the ability to handle multiple projects at once and experience building sustainable funding partnerships?

If you answered "YES" to the above questions, then this role is for you!

About TRACKS

TRACKS (TRent Aboriginal Cultural Knowledge and Science) is an educational program based on Michi Saagiig Anishnaabeg territory. We are hosted by Trent University within the Indigenous Environmental Studies and Sciences Program (IESS) and operate in partnership with founding partner organization Kawartha World Issues Centre and the First Peoples House of Learning.

TRACKS consists of two distinct and connected programs: Outreach & Education and Oshkwazin Indigenous Youth Leadership, which create unique education opportunities that braid different knowledge systems, with an emphasis on Indigenous land-centric learning and reciprocal relationship building.

About the Position

TRACKS is seeking a dynamic addition to our staff team. We are seeking someone with a passion for innovative education, who will bring strong collaborative and independent work skills, success in grant writing and relationship building, and an attentiveness to administrative details. Working closely with co-directors of the TRACKS Outreach & Education program and the Oshkwazin program as an integral member of the TRACKS staff 'Triad' you will lead sustainability and growth of this exciting organization.

Re-posted Date: June 4th, 2021

Type: Temporary full-time. This will begin as a one year contract with strong opportunity for renewal.

Salary: \$40,000

Benefits: Included

Position Start Date: Aug 9th, 2021

Reports to: TRACKS Steering Team



Location: TRACKS is based in Peterborough, Ontario

This position can be flexible for the right candidate to include a hybrid of working remotely from home and attending regularly scheduled on-site meetings. A connection to the Peterborough community is considered an asset.

Deadline to Apply: ~~Sunday, June 6th at 11:59pm~~. The deadline has been extended to **June 10th at 11:59pm**.

Roles & Responsibilities

Resource Development

- Create and implement a strategic grant development work plan, that includes multi-year grants, corporate sponsorships, etc.
- Research and development options for TRACKS fee-for-service income generation and work to implement new model with co-directors
- Support co-directors with the management of grant spending and reporting
- Act as the main point of communication with Actua (TRACKS' key network & funder), for all reporting, funding requests, meetings, etc.
- Lead ongoing development and updating of the TRACKS Human Resources Manual, researching and updating policies & procedures, in collaboration with the TRACKS Steering Team
- Collaboratively update HR documents, staff onboarding and orientation materials with co-directors; provide oversight for the secure filing of TRACKS personnel files

Administration & Communications

- Compile, record and analyze all program data incl. quantitative (reach to youth, teachers, etc.) and qualitative (written feedback, testimonials, etc.)
- Maintain regular communications with key contracts in local school boards, within Trent University, broader education community, First Nations and other Indigenous community organizations to strengthen partnerships, raise awareness of programs and encourage collaborations
- Work closely with the Communications and Social Media Lead to develop a strategic communications plan on all platforms; ensure the TRACKS website is current
- Lead all communications with TRACKS Steering Team and TRACKS Advisory Circle including scheduling meetings, note taking, updating terms of reference, etc.
- Work closely with co-directors, Steering Team and Bookkeeper to develop annual budgets, review profit and loss statements and other financial reports, as required
- Coordinate the purchase of office supplies and equipment, as required
- Lead the development of the TRACKS Annual Report



Qualifications

Education/Experience:

- University degree/community college diploma or equivalent in a relevant area of study or certification plus 1+ years experience in administration, communication and fundraising
OR
- 3+ years in administration, communication and fundraising positions

Skills:

- Research and development, grant writing
- High-level administration to support the TRACKS Steering Team and Advisory Circle
- Diplomacy and skill in articulating an understanding of the intersecting challenges facing vulnerable communities
- Highly organized and detail oriented; proficient time management
- Excellent written, spoken and presentation skills (English)
- Strong independent work ethic
- Ability to take direction and incorporate feedback
- Ability to lead, delegate and manage small project teams
- Collaboration and conflict resolution
- Technical Proficiency:
 - Microsoft office suite (especially Word, PowerPoint, Excel, etc.)
 - Google programs (Gmail, Google Docs, Google Sheets, Google Drive, Google Meets etc.)
 - Dropbox
 - Zoom
 - Website Management
 - A Vulnerable Sector Police Check will be required

Assets:

- Experience working in or with Indigenous communities
- Understanding key principles of financial management; experience with QuickBooks Online
- Background in environmental sciences, math, or other STEM disciplines (or the ability to write about these topics intelligently)
- Valid driver's license and access to a vehicle

How to Apply

Please submit your **current resume**, a **cover letter** and **three references** (2 must be from an employer) as a **single .pdf document** titled **LASTNAME_TRACKSDirector** to jobs@kwic.info. Please use **LASTNAME_TRACKSDirector** as the **subject line** and advise us in the email text if you require accommodation during the interview process.



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Application Deadline:

Applications will be accepted until ~~Sunday, June 6th at 11:59pm.~~ The deadline to apply has been extended to **Thursday, June 10th at 11:59pm.**

Interviews will be conducted virtually by a welcoming TRACKS interview team on June 15th and/or 16th, 2021.

TRACKS Contact Information:

- Direct any questions regarding the job description, expectations and responsibilities to Madison Laurin, TRACKS Operations Coordinator, at operations@tracksprogram.ca.
- Direct any questions regarding the application process to Chris Furgal, TRACKS Steering Team member and Associate Prof. Trent University Indigenous Environmental Studies & Sciences Program, at chrisfurgal@trentu.ca.

TRACKS Hiring Policy

TRACKS strives for equity in hiring and welcomes applications from all qualified candidates including those experiencing marginalization, including women, people with disabilities, people of colour, Indigenous people (including First Nation, Metis, Inuit and non-status), those identifying as two-spirit or LGBTQ, parents and caregivers, and those dealing with adversity in their lives. We commit to making reasonable accommodations for those needing additional support, including during the interview process. We encourage applications from Indigenous applicants to strengthen IK and leadership within our program.

**Thank you, Miigwech, Nia:wen for your interest and application to work with TRACKS.
Only applicants chosen for interviews will be contacted.**

