

**POSITION VACANCY**  
**Community Outreach Coordinator - Indigenous**  
**Community Outreach Office**

JOB ID: J0321-0883  
Classification: Full-time Support  
Pay Band: I  
Pay Range: \$35.04 - \$40.60 per hour  
Campus/Location: Progress  
Hours/Week: 35  
Shift Schedule: 8:30am to 4:30pm, some evenings and weekends  
Posting Date: March 12, 2021  
Closing Date: March 19, 2021

Note: Due to the current COVID-19 pandemic, this position will be remote until further notice.

**(This position is initially open to full time, bargaining unit employees of the college)**

Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Visible Minorities, Persons with Disabilities, Lesbian Gay, Bisexual, Transgender and Queer persons.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

### **Position Summary**

Rooted in Indigenous tradition and culture, and preferably a fluent speaker of an Indigenous language, the person holding this position is responsible for forming relationships with Indigenous learners, their families, Nations, and communities and the organizations that serve them, to support and facilitate their access to post-secondary education. The incumbent will develop and implement outreach initiatives designed to assist self-identifying Indigenous learners, living either on their Nation or in urban settings, who without intervention and support would not consider accessing post-secondary education, in the creation of educational plans that are responsive to their immediate life context. Through a relational engagement approach, the incumbent will initiate strategies and initiatives, seek new opportunities, and represent the College, and in particular the Schools/programs in which Indigenous learners are under-represented, in developing relationships with partners directly associated with the Indigenous Nations and communities. In addition, the incumbent provides ongoing inreach and navigational support to those individuals who register as full time students at Centennial College.

Reporting to the Manager, Community Outreach Office, the Community Outreach Coordinator – Indigenous, is inspired by Centennial College's vision to "Transform lives and communities through learning," through enactment of the 3 E Framework of Enrolment, Employment, and Empowerment. They work in close collaboration with Outreach Coordinator colleagues in the delivery of access initiatives, particularly the Helping Youth Pursue Education (HYPE) program. They also work in close collaboration with the team within the Place of Reconciliation for All Our Relations to shape memorable, meaningful, and transformative experiences, which encompass Indigenous perspectives, values and practices, for Indigenous learners and those within their circles. The practice of the COC – Indigenous is informed by, and manifests Centennial commitments and objectives described in "Our Transformation Roadmap", and more specifically in the "Indigenous Strategic Framework."

### **Place of Reconciliation for all our Relations as a Centre of Excellence: Mandate.**

The Centre mandate is as follows, based on principles adapted from various sources:

#### **Cooperative Leadership**

Coordinate and enable commitments towards truth and reconciliation, decolonization, and Indigenization (as per the vision and actions in the College's Indigenization Strategy), while examining and re-positioning existing practices.

#### **Exploring and Creating**

- Explore develop, define and assess innovative and promising practices for reconciliation, decolonization, and Indigenization

### **Sharing and Uplifting**

- Evaluate effectiveness and refine practices towards sharing and embedding enhanced or deepened practices towards reconciliation and with respect to decolonization and Indigenization within and outside of the College

### **Unlearning and Learning**

- Create and facilitate transformative learning and development opportunities (within the College community and with invited partners) to deepen reconciliation and enable decolonization and Indigenization

### **Relational Obligations**

- Engage and nurture relationships with partners (notably the AEC, AESC, and IPEC), Indigenous community members, and citizens of Indigenous nations and to provide guidance and mobilization for Centre functions

In particular, the Indigenous Cultural Guide is a key appointment in the actualization of all 5 Pillars of the Indigenous Strategic Framework (<https://www.centennialcollege.ca/indigenous-education/indigenous-strategic-framework-pillars/>) and in meeting the commitments to Indigenize the College as set out in the most recent Book of Commitments (<https://www.centennialcollege.ca/about-centennial/corporate-information/publications/book-of-commitments/>)

### **Responsibilities**

- The position will work with Deans, Chairs, faculty and staff in promoting the engagement of First Peoples in all programs – both development and delivery. The incumbent will assist and promote in the development of an inclusive environment for all students, staff and management.
- The incumbent appropriately advises Indigenous learners on College programs and services, and develops initiatives to support their transition into post-secondary programs and actively participates in a wide range of engagement activities.
- Using a high degree of judgment and independent action, the incumbent acts as a representative for Centennial in all assigned capacities. The incumbent reconciles the needs of individuals, counsellors, teachers and parents, with student program requirements, and Centennial and Ministry policies. Their primary function is to outreach to and engage Indigenous Nations and communities, Indigenous organizations, and Indigenous individuals and their families, and develop the relationships essential to creating and sustaining pathways to and through post-secondary education. Over time, this will result in recruitment of and increased applications to programs that match the educational readiness and capacity levels of each individual and assist them in achieving their educational goals.
- Assists in the planning and coordination of in-reach and outreach events, both on- and off-campus, and programs, particularly HYPE, to support Indigenous learners to participate in post-secondary education. Assists with the development and implementation of marketing and communications strategies promoting College programs to various audiences. This position is critical to meeting Centennial's enrolment targets.

### **Qualifications/Experience**

- A 3 year diploma or degree or equivalent education and work experience in Social services, community development, Indigenous studies
- Minimum 3 years related experience working with First Peoples seeking education and employment
- Related work experience in career advising, employment counselling or educational advising
- Demonstrated experience and relationships with Indigenous Nations, communities and service organizations
- Demonstrated familiarity with and understanding of the complexity of barriers facing First Peoples
- Excellent verbal and written communication skills, and presentation and relationship building skills.
- Experience in creative problem-solving and conflict resolution.
- Lived experience with the historical, cultural, educational, and spiritual traditions of First Peoples
- Proven ability to develop and promote effective internal and external partnerships
- The incumbent is an active, empathic listener and a quick analytical thinker in order to respond accurately to in the moment concerns of Indigenous learners.
- Demonstrated ability to communicate, develop rapport and form productive relationships with a wide variety of Indigenous learners and their families and representatives in culturally diverse environments, as well as communicate effectively in a variety of media including social media.
- Ability to work independently to establish and meet priorities and exercise good judgement.
- Highly developed human relations and negotiation skills.
- Thorough understanding of all levels of the provincial education system, current issues and related trends and legislation at the provincial and Ministry level through to boards of education as required, for Indigenous learners, both on and off reserve.
- Must be able to use tact and diplomacy in sensitive situations and have the ability to deal with stress and work both independently and as part of a team, under extreme pressure with minimum supervision.
- Demonstrated organizational and project management skills.

- Must possess a valid G level driver's license and access to a reliable vehicle as extensive travel is required within the province of Ontario.

Apply online: [www.centennialcollege.ca/careers](http://www.centennialcollege.ca/careers) no later than March 19, 2021 at 11:59 PM EST.

*Proof of credentials or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents will be required at the time of job offer.*

When applying, your application must include the following documents for consideration:

- Cover Letter which should discuss how your educational and experiential qualifications position you for success in the role
- Educational Philosophy that concisely discusses your approach to: Indigenization, decolonization, and reconciliation within the context of the College's [Indigenous Strategic Framework](#) Note: this educational philosophy may be submitted in other culturally reflective formats (e.g. voice or video recording). For information on alternate format submission, please contact ([CareerInquiries@centennialcollege.ca](mailto:CareerInquiries@centennialcollege.ca)).
- Resume should include examples that reflect all of the requested skills and qualifications

Please quote Job ID J0321-0883. Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position. We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).