



DÉCOLONISER LES ESPRITS.  
REDÉFINIR NOTRE CHEMIN ENSEMBLE

JOB OFFER

## Coordinator of the Ambassadors' program

### About the organization

Mikana is an Indigenous non-profit organization whose mission is to work towards social change by educating different audiences on the realities and perspectives of Indigenous Peoples. Join our small, dynamic and caring team, for whom the culture of well-being is essential. Notwithstanding the current context of over-solicitation, when developing its projects and partnerships, Mikana respects the capacities of all team members when analyzing the feasibility and timelines of each activity. Founded in 2015, the organization has been growing and expanding its team gradually since 2020 in order to keep its momentum going in developing awareness-raising tools and activities, in empowering Indigenous youth, and in developing partnerships for systemic and sustainable changes towards decolonization and indigenization.

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### Job summary:

Under the supervision of the Director of Operations and in collaboration with the rest of the team, the position of Coordinator of the Ambassadors' program includes functions related to the coordination of said program, which aims to bring together and equip Indigenous youth who wish to actively engage in building bridges between Indigenous and non-Indigenous people.

### Key responsibilities:

- ★ Coordinate the Ambassadors' program, including:
  - the logistics of educational activities led by the Ambassadors, including communication with the beneficiaries of these activities;
  - the organization of an annual retreat and other social community activities;
  - the organization of capacity-building activities.
- ★ Support the directors and work in collaboration with the project manager to develop and expand the Ambassadors' program;
- ★ Assist the directors in the development and drafting of the program's activity reports, and in other tasks as required.
- ★ Act as a resource person for the Ambassadors and/or refer them to the appropriate resources and/or services.



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- ★ **Job Category:** Full time
- ★ **Remuneration:** \$29 to \$33/hour, depending on demonstrated skills and experience and salary policy
- ★ **Workplace:** Mostly work from home with opportunities for occasional face-to-face meetings in Montreal
- ★ **Other working conditions:** 6% (3 weeks) of vacation time, one day of wellness leave for each month worked (in addition to sick leave and leaves for family responsibilities), two weeks of additional paid vacation during the holiday season, and more. *A more comprehensive benefits plan will be implemented as of April 1, 2023*
- ★ **Hiring priority:** People from First Nations, Inuit and Métis.
  - We also encourage applications from youth, Elders, racialized people, immigrants, members of the 2SLGBTQIAA+ community, people with disabilities, etc. (this list is not exhaustive and we recognize that these experiences can overlap).
  - Mikana strongly values Indigenous expertise and will happily consider the lived experience of candidates in place of formal education
  - If you identify with one or more of the above-mentioned groups and/or have a lived experience that you would like to be considered, you may mention it in your application. This information will be treated with the utmost confidentiality.

### Desired qualifications and skills:

- ★ Functional oral and reading comprehension of French and English. Oral and written mastery of at least one of French or English. Knowledge of an indigenous language is an asset;
- ★ Availability to work evenings and weekends regularly;
- ★ Good knowledge of *Google Workspace* (*Gmail, Drive, etc.*), *Slack* and *Zoom*. Good knowledge of *Canva Pro* is an asset;
- ★ Experience living and/or working with Indigenous people, communities and organizations;
- ★ Good work organization and the ability to manage priorities;
- ★ Good communication skills and the ability to build relationships with a large number of individuals
- ★ Good ability to work independently with a high degree of responsibility.

**SUBMIT YOUR APPLICATION** no later than Friday, January 27, 2023, at 4:30 p.m.

Please send your resume with references and a cover letter or video/audio to [info@mikana.ca](mailto:info@mikana.ca)

Please write "Application for the **Coordinator of the Ambassadors' program** position" in the subject line of the email.