



DÉCOLONISER LES ESPRITS.
REDÉFINIR NOTRE CHEMIN ENSEMBLE

JOB OFFER

Project Manager

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.

Job summary:

Under the supervision of the Director of Operations and in collaboration with the rest of the team, the Project Manager will serve functions related to the management of specific projects for the organization.

Key responsibilities:

- ★ Manage short to medium-term specific projects by coordinating them through completion, setting and respecting deadlines and managing budgets;
- ★ Coordinate team members from the different projects by delegating roles and tasks, and communicating objectives and priorities;
- ★ Work collaboratively with the Indigenous Youth members of our Ambassadors' program and with other partners to develop content and design educational tools;
- ★ Collaborate with the directors to design projects, build relationships with Ambassadors and other stakeholders, draft activity reports, and complete other tasks as needed.



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Here are examples of projects on which the project manager would be called to work:

- ★ Research and content development for educational tools such as [the Decolonial Toolkit](#);
- ★ Organization of meetings and follow-ups as part of Collège Ahuntsic's indigenization process;
- ★ Organization of meetings and follow-ups with an advisory committee made up of members of the 2SLGBTQIAA+ community in order to guide the orientations of a project;
- ★ Organization of educational activities with the Mikana team and the Ambassadors.

- ★ **Job Category:** Full-time maternity leave replacement (1 year) with possibility of extension
- ★ **Hours:** 28 to 35 hours per week (to be discussed)
- ★ **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.



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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 occasional evenings and weekends;
- ★ Good knowledge of *Google Workspace* (*Gmail, Drive, etc.*), *Slack* and *Zoom*. Good knowledge of *Canva Pro* is an asset;
- ★ Lived and/or work experience with Indigenous people, communities and organizations;
- ★ Good work organization and the ability to manage priorities;
- ★ Good ability to work independently with a high degree of responsibility.

SUBMIT YOUR APPLICATION no later than Friday, January 20, 2023, at 4:30 p.m.

Please send your resume with references and a cover letter or video/audio to info@mikana.ca

Please write “Application for the **Project Manager** position” in the subject line of the email.