



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/

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Job Posting:

TRACKS Youth Program: Coordinator, Oshkwazin Indigenous Youth Leadership program

Position Title: Oshkwazin Coordinator

Start Date: February 2021

Contract: 12-month contract (Maternity Leave)

Status: Full-time (35 hours/week)

Probationary Period: 3 months

Eligibility: This position is for Indigenous-identified youth (29 years of age and under)

Wage: Range \$18 – \$20/hour based on previous experience

Program Description:

TRACKS (Trent Aboriginal Cultural Knowledge and Science) is an educational program which provides hands-on experiences for youth interested in the intersections of Indigenous and western sciences. TRACKS is based in Nogojiwanong (Peterborough, Ontario), hosted by Trent University within the Indigenous Environmental Studies and Sciences Program (IESS), and operates in partnership with the [Kawartha World Issues Centre](#) and [First People's House of Learning](#). TRACKS consists of two distinct but connected programs: Outreach & Education and ***Oshkwazin Indigenous Youth Leadership Program***.

TRACKS Oshkwazin is a leadership program for Indigenous high school aged youth, providing them with valuable training and leadership development opportunities. Oshkwazin provides a place for Indigenous youth to meet, discuss issues that matter to them, improve team building, gain volunteer experience, receive traditional teachings and learn about Indigenous issues. The Oshkwazin program is currently funded through an Ontario Trillium Foundation Youth Opportunity Fund grant which requires that the Coordinator identifies as an Indigenous youth, 29 years of age or under.

PLEASE NOTE: All TRACKS programs are currently working virtually due to COVID-19 and until further notice.

Responsibilities:

The current posting is for a one-year maternity leave replacement contract for the position of Oshkwazin Coordinator. The successful candidate will be responsible for implementing aspects of the Oshkwazin Program while responding to new opportunities, in collaboration with a small staff team and volunteers. This position reports to the TRACKS Steering Team and works alongside the TRACKS Operations Coordinator and TRACKS Outreach and Education Coordinator.

The Oshkwazin Coordinator will be expected to:

- Work in collaboration with staff, committees, Elders, Knowledge holders and volunteers to implement a dynamic youth leadership program that includes work and volunteer experiences, retreats, workshops, and training opportunities.



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- Meet grant deliverables on youth leadership programming, working within and reporting on the program work plan.
 - Lead established culturally informed workshops, training initiatives and events (currently on-line) and develop new initiatives.
 - Take responsibility for details of day-to-day organization and management of the program, including working within and monitoring the budget.
 - Strengthen and build relationships with community partners (including First Nations and local Indigenous organizations) to seek opportunities for youth recruitment and for leadership program partnership and delivery.
 - Coordinate and mentor youth leaders, facilitating a positive learning experience.
 - Coordinate communications, promotions, scheduling and event planning, in collaboration with the TRACKS Operations Coordinator, Outreach & Education Coordinator and other staff.
 - Coordinate, supervise and support a small team of program staff and volunteers.
 - Report regularly to the TRACKS Steering Team.
 - Lead and/or participate in TRACKS staff team meetings.
 - Represent Oshkwazin in program-related committees as required and as advised by the TRACKS Steering Team (i.e.: TRACKS Advisory Circle, TEACH, YCME)

Required Skills/Knowledge/Abilities:

- ***Must be 29 years of age or younger, as funding for this position is provided by the Ontario Trillium Foundation Youth Opportunities Fund.***
- A strong foundation in Indigenous language, culture and land-based learning, and a passion to share this with Indigenous youth. *Anishinaabemowin language skills are an asset.*
- Strong knowledge of issues affecting Indigenous youth and experience working in Indigenous communities.
- Experience working within educational, science, or culture-based contexts.
- Knowledge of and experience in working with and building relationships with various communities and organizations in the Nogojiwanong/Peterborough area is considered an asset.
- Knowledge and understanding of TRACKS' programming and approach is desirable.
- Ability and experience working independently, self-managing and directing others.
- Proven leadership, including ability to work with and supervise others in collaborative, encouraging and motivating ways, particularly youth.
- Demonstrated ability to develop and manage projects with attention to detail while also having a big-picture approach.
- Strong written, oral and listening communication skills.
- Interest and proven strengths in relationship-building and collaborative team projects.
- Experience working with budgets or a willingness to learn financial administration.
- Innovative, creative problem-solving approaches and use of resources.
- Computer literacy including use of social media and tech-based organizational tools.
- Must be trustworthy, dedicated and passionate about new approaches to the interaction of knowledge systems, Indigenous and Environmental education, and reconciliation.



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- Educational background: Post-secondary education and/or work experience in an applicable field.
- Must be willing and able to travel occasionally for work meetings, training and conferences.
- Must be willing to commit to regular office hours with occasional flexibility as needed (ie weekends, evenings, and overnights as required for program commitments).

Other Qualifications:

- Valid driver's license an asset
- Successful candidates will submit a police record check for vulnerable sectors

Application Process and Further Information:

UPDATED: Please send your expression of interest in a cover letter, a current resume and the names and contact information for 3 references (at least 2 must be recent employers) to: jobs@kwic.info as one PDF document by **Monday, December 14th, 2020 by 11:59pm (before midnight)**.

Only applications that include a cover letter, resume and references will be considered. Please include all three requirements in one document (.pdf) titled LASTNAME_OshkwazinCoord.

UPDATED: In your cover letter, please confirm that you meet the eligibility requirements of the Ontario Trillium Foundation Youth Opportunities Fund (i.e. Indigenous identifying & 29 years of age or under)

UPDATED: We thank all applicants for their interest. Only those chosen for an interview will be contacted. Interviews will be held the **week of January 4th, 2021**.

TRACKS strives for equity in its hiring processes and encourages all people, including those experiencing marginalization or adversity in their lives, as well as applicants who identify as Indigenous, to apply. We commit to making reasonable accommodations for those needing support, as much as possible within the expectations and requirements of the position.

For more information, please visit our website at www.tracksprogram.ca, or you may contact Kristin Muskratt at oshkwazin@tracksprogram.ca.

