



# 2-SPIRITED PEOPLE OF THE 1<sup>st</sup> NATIONS

**CONTRACT FULL TIME EMPLOYMENT OPPORTUNITY**

**\$25/hour at 35 hours weekly until March 31, 2021**

2-Spirited People of the 1st Nations provides prevention, education and support for two-spirit, including First Nations, Métis and Inuit people living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent two-spirit community in Toronto where HIV infections are rare and two-spirit people live with pride in their Indigenous heritage.

## **Tobacco Promotion Campaign Coordinator**

### **Essential Duties and Responsibilities:**

- Identifies and implements initiatives that are effective in reducing non-traditional tobacco use in aboriginal populations. In charge of development and implementation of non-traditional tobacco use initiatives.
- Shares tobacco reduction strategy information. Develops and demonstrates best practices in local community-based tobacco reduction among First nations, Inuit, Metis and Urban Aboriginal communities in Ontario.
- Coordinates, develops and implements projects according to community needs (i.e., education & promotion to distinguish traditional and commercial tobacco, programming & promotional materials, counselling services, tobacco cessation presentations, smoke-free homes campaigns, commercial tobacco control policy development and reduction strategy development, public education campaigns, etc.).
- Maintaining links with the 2-Spirited People of the 1st Nations community and its programs.
- Supports the development of professional materials and documents (i.e., proposals, presentations, letters of engagement, project reports, etc.).
- Generates, collects and maintains data of projects in accordance with studies' protocols.
- Proactively organizes resources and thinks ahead on projects to anticipate future needs and/or potential challenges that may arise.
- Serves existing or prospective community partner agencies with professionalism and enthusiasm.
- Takes responsibility and makes follow-ups on all aspects of projects, quotes and opportunities that arise.
- Maintains and promotes good relationships with our community partners and members.
- Identifies and proactively implements opportunities for process improvement.
- Organizes, proofs and maintains confidential files and reports.
- Frequently uses software programs such as computer applications and related tools.
- Creates project documentation using standard project management tools.
- Facilitates a variety of other project and practice enhancement related duties as required.

- Identifies and prioritizes high importance requests and is open and flexible to new ideas and approaches.
- Coordinate and lead project with team.
- Participates in meetings. Other duties as required

#### **Qualifications:**

- Relevant degree or equivalent experience in health, project management, research, database entry and reporting.
- Knowledge or interest in photography or willingness to learn
- Proficiency working with computer applications, electronic mail, scheduling, internet, etc.
- Comprehensive understanding of Two-Spirit traditions and issues.
- Attention to detail with excellent planning, strong customer service-oriented approach complemented by excellent organizational and time management.
- Experience with program assessment planning, development, implementation and evaluation.
- Function as a member of various teams and manage multiple projects simultaneously
- Excellent interpersonal, communication skills both written and verbal and very strong person to person relationship-building skills.
- Enhanced problem-solving skills and demonstrated ability to prioritize multiple tasks.
- Strong teamwork with excellent analytical skills and project management skills.
- Self-starter and self-directed including complete confidentiality and discretion and sound judgment.
- Knowledge of the Occupational Health and Safety Act and relevant regulations.
- Ability to participate on various internal and external committees on behalf of 2-Spirits with the Aboriginal and non-Aboriginal community. A strong passion for fostering a safe work environment.
- Knowledge of Aboriginal history, cultures and traditions.
- Ability to speak an Aboriginal language would be an asset.
- Visits to project sites. A Valid Ontario Driver's License (G Class) will be considered an asset.
- Working Saturdays and some evenings is required.

It is important for the person in this role to understand the importance of reclaiming of Two-spirit health in conjunction with language, culture, traditions and identity within the immediate and broader two-spirit and HIV/AIDS community. Excellent knowledge of Aboriginal history, cultures and traditions is required. Please send you resume and cover letter to: [HR@2spirits.org](mailto:HR@2spirits.org) with the Header "**tobacco project**"

**Closing Date: October 2, 2020 by 5 p.m.**

2-Spirited People of the 1<sup>st</sup> Nations is an equal opportunity employer, **Indigenous people including Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.**

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.