



2-SPIRITED PEOPLE OF THE 1st NATIONS

FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit 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.

Program Coordinator of Indigenous Crisis Response Pilot

Position: Program Coordinator

Status: Full-time, Contract

Hours: 35 hours/week

Salary: \$65,000 Benefits included

Date Posted: January 27th, 2022

Closing Date: February 10th, 2022

Position Description:

The Indigenous crisis response pilot aims to reduce harms associated with crisis response. Our team offers a safe, trauma-informed, culturally grounded response to our community members in crisis. Reporting to the pilot Director, the Program Coordinator of the pilot provides coordination and support to the Indigenous Crisis Response pilot team. 2-Spirits is seeking a Program Coordinator with excellent skills in project oversight and team scheduling, working to support and maintain the day-to-day logistical operations of the pilot.

Essential Duties and Responsibilities:

- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.

- The position requires respect for, and expertise working with people who face barriers to housing, and/or who experience one or many of the following: mental and physical health challenges, substance use, trauma, social isolation, immigration, unemployment /underemployment and history with the criminal justice system.
- The position requires someone who has demonstrated experience and skills being personable, dynamic and creative in their work with community members, co-workers, supervisors, and external stakeholders.
- Provide operational support for the pilot; including but not limited to coordination of schedules, data collection, entry and reporting.
- Support the development of pilot training and prepare a needs assessment amongst incoming staff to pinpoint gaps in training.
- Report weekly to the Director about progress, related issues, needs and deadlines.
- Work alongside the City, pilot Manager and Director to support the development and roll-out of outreach initiatives .
- Work alongside stakeholders to develop outreach materials (posters, digital campaigns, etc.)
- Support the development of collaborative relationships, pertinent community, mental health and addiction services and resources and others.
- Maintain inventory of necessary outreach materials, including but not limited to harm reduction supplies, first aid supplies, traditional medicines, etc.
- Provide hands on support to outreach team.
- Please note: 2-Spirits Indigenous crisis response pilot is a 24/7 program and scheduled shifts may include weekdays, evenings, and nights as well as weekend shifts. Although consistent shifts will be scheduled in advance, with sufficient notice, all Crisis Intervention Workers should be prepared for a schedule change.
- Other duties as required.

Qualifications:

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- Must have proven demonstration of understanding the range of issues facing Indigenous people in Ontario.
- A post-secondary degree in a social services field or equivalent in experience.
- Experience working in harm reduction, crisis response and community/non-profit settings.
- Ability to engage various small/medium sized audiences of different ages.
- Excellent interpersonal skills to work with a diverse community.
- Excellent social marketing and public relations skills to effectively promote the pilot program.
- Excellent communication and interpersonal skills.
- Experience on an interdisciplinary team and with multicultural environments is an asset.
- The successful candidate may be required to provide an acceptable Vulnerable Sector Screening.

- Proficient with Microsoft Office and Zoom. Experience using Google Docs/forms/sheets an asset.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Valid G Licence and ability to drive/navigate and park in high pressure situations an asset.
- Must be fully vaccinated as defined by Ontario Public Health.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1st Nations honours the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Pilot Human Resources, pilothishumanresources@2spirits.org with ATTN: ProgramCoordinator** in the subject line of your email by the closing date.

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

Closing Date: February 10th, 2022

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