

Job Posting for the London Environmental Network

Job Title: Indigenous Relations Coordinator

Hourly Wage Rate: \$18.85/hour for 20 hours per week (part-time)

Position Length: May 6, 2024 - August 23, 2024, with 4% vacation pay. This is a 4 month (16 week) contract. Possibility for extension.

Location: This position requires a combination of in-person office work and remote work each week (hybrid model with flexible hours). Evenings and weekend work will be required on occasion. Reliable transportation access is required for travel to various job responsibilities within London, Ontario.

Eligibility: Applicants must meet the following eligibility requirements in accordance with the Canadian Parks and Recreation Association (CPRA):

- Between 15 and 30 years of age when employment begins (inclusive)
- A Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act
- Legally entitled to work in Canada
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations
- Funding for this position is by provided by Parks Canada as part of the Youth Employment and Skills Strategy (YESS), which is dedicated to hiring youth who face barriers to employment. **This position is limited to the following group: Indigenous youth**

Position Details:

We are seeking an enthusiastic individual to support our Equity, Diversity, Inclusion and Indigenization (EDII) commitments, specifically, developing and maintaining meaningful Indigenous relationships and engagement with the LEN.

The Organization:

The London Environmental Network (LEN) is a registered environmental charity in London, ON that aims to create a green, sustainable, and more resilient city. The LEN works to connect and engage individuals, nonprofits, and businesses in the community to reduce their environmental impacts. This is achieved through environmental programming and service offerings including Thriving Communities, Greener Homes London, Green Economy London, Environmental Action Incubator, and more. The LEN also works to raise the profile of the environmental non-profit sector to attract and engage Londoners in growing a healthy, sustainable city.

The Overview:

- Develop processes to maintain respectful and reciprocal relationships with Indigenous led organizations, governments, community members, interest groups, stakeholders, etc.
- Support program managers with undertaking, coordinating and increasing Indigenous engagement within their program(s) (Greener Homes London, Green Economy London, Thriving Communities, etc.)
- Contribute to the implementation of the organizations EDII (Equity, Diversity, Inclusion & Indigenization) strategy

- Identify opportunities for Indigenous Peoples' engagement with the LEN and coordinate activities to build capacity (offer customized training, workshops, information sharing sessions, targeted outreach)

Our Culture:

Small but mighty is our trademark! If you are the successful candidate you will be working in a team of 8. You would be working closely with our staff team to achieve both your personal goals and the organizational goals. We want you to succeed just as much as we want to benefit from your work at the London Environmental Network.

Preferable Experience:

Preference will be given to candidates that have the following experience:

- Started and/or completed post-secondary education in a discipline pertinent to this work (i.e. Indigenous Studies, Political Science, Environmental Studies, Social Justice, Social Sciences) or a combination of relevant education and experience
- Knowledge of Indigenous culture, history, values and expectations
- Knowledge of Indigenous experiences of racism and discrimination across sectors of environment, justice and social services
- Excellent research, writing and interpersonal skills
- Strong critical thinking skills
- Experience organizing and leading outreach opportunities, discussion groups and/or speaking events
- Demonstrated use of online platforms and the ability to write clear and effective content
- Some experience with program implementation, evaluation or development
- Reporting skills (tracking, evaluation etc.)
- Ability to work collaboratively and independently to meet deliverables on the team

Key Responsibilities:**Partnership Development (30%)**

- Develop and prepare a best practices guideline (i.e. maintaining respectful and reciprocal partnerships) to support staff involved in working with Indigenous People, community members, organizations and/or governments
- Meet with program managers and identify opportunities for Indigenous engagement and participation within specific programs (Greener Homes London, Green Economy London, Thriving Communities, etc.)
- Where applicable, act as a staff liaison, building and maintaining mutually beneficial relationships, facilitating communications and coordinating activities with existing and new Indigenous partners

Events & Outreach (30%)

- Attend and/or offer engagement opportunities for Indigenous People, communities or organizations' to build capacity and strengthen relationships (including but not limited to: customized training, targeted outreach, information sharing sessions)

Equity, Diversity, Inclusion and Indigenization Strategy (30%)

- Support the implementation of the organizations EDII (Equity, Diversity, Inclusion & Indigenization) Strategy, including supporting with measuring progress and success of the strategy through surveys, focus group feedback, metric tracking, etc.
- Gather input on how Indigenous voices are often excluded and provide recommendations in the areas of employment, justice and social participation

- Assist with the development of training material and resources for staff, members, and volunteers related to EDII

Other Duties (10%)

- Maintain a weekly log of activities and achievements
- Input metrics into our systems to track events, outreach, and communications performance
- Report project progress to the supervisor in a timely manner
- Report to funders as needed and tracking deliverables and metrics
- Perform other similar and related activities as required
- Update the Procedural Manual for your role

Supervision and Mentoring Plan:

The Indigenous Relations Coordinator will report directly to the Director of Programs at the London Environmental Network. Orientation to the London Environmental Network and the position will be provided at the beginning of the position and will include an overview of the London Environmental Network organizational structure, mandate, policies, procedures and properties.

Project training and supervision will be provided by the supervisor who will communicate the specific goals, tasks and expectations of individual projects. The Indigenous Coordinator will work with the supervisor directly most days and be in contact on a regular basis when working independently.

The supervisor will virtually meet with the coordinator to review progress on projects, update work plans accordingly, and discuss new ideas and challenges.

Our Commitment to Equity:

London Environmental Network is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request.

How to Apply:

Email nicole@londonenvironment.net by **April 28th, 2024** with a cover letter and resume. Use “**Indigenous Relations Coordinator Position**” as your subject line.