



ABORIGINAL LEGAL SERVICES
Gaa kina gwii waabamaa debwewin · All those who seek the truth

Job Title:	Indigenous Learning Centre Coordinator	Travel Required:	No
Location:	Toronto	Position Type:	Permanent Full time
Reports to:	Executive Director	Posting Expires:	May 31, 2023
		Salary	\$50,000 to \$54,121

Organizational Overview:

Aboriginal Legal Services, established February 21, 1990, is a recognized leader in developing Indigenous-led justice programming and test-case litigation.

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal-controlled and culturally based justice alternatives.

Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart. This is a unionized position.

Principles and Beliefs:

Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as an understanding of the system and their options.

The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency which is all too prevalent.

These alternatives are more effective when they are community controlled and are based on the traditional cultural norms and values of the Indigenous community.

Job purpose

The Indigenous Learning Centre Coordinator will be part of a team of three based at the Indigenous Learning Centre (ILC) at the New Toronto Courthouse. The Coordinator will work with multiple parties and stakeholders for the purposes of planning and running consistent programs at the ILC. This position requires a person dedicated to building and maintaining relationships and networks with various stakeholder groups.

Duties and responsibilities

- Maintaining a schedule of regular weekly programming at the ILC;
- Building and maintaining relationships with stakeholders who will provide programming for the ILC;
- Building and maintaining relationships with stakeholders in and out of the New Toronto Courthouse who will:
 - provide programming for the ILC
 - visit the exhibits and programming; and
 - use the space for relevant programming;
- Communicating schedules, changes, risks, and issues with stakeholders;
- Being part of a team responsible for the ongoing operation of all aspects of the ILC;
- Developing and administering a reporting system to allow for quarterly reports on activities at the ILC;
- Communicating with third parties such security guards, service providers, technicians and trades persons;
- Obtaining quotations for promotional products and materials;

- Documenting and maintain statistical data related to weekly programming;
- Executing a variety of administrative tasks such as billings and record keeping;
- Ensuring adherence to ALS policies and procedures through communication and support from head office;
- Providing general support to walk in visitors;
- Ensuring the operations of the ILC run smoothly with proper infrastructure;
- Selecting furniture and AV equipment to allow the ILC to operate properly;
- Submitting and reviewing all ILC purchase requests to ensure all weekly program-related supplies and materials are available;
- Other duties as assigned;

Qualifications

- Knowledge of the Indigenous service agencies in Toronto and the First Nations surrounding the GTA;
- Experience with public education initiatives and programming;
- Excellent written and oral communication skills;
- Ability to speak an Indigenous language is preferred;
- Ability to work with a wide range of individuals;
- Ability to work independently and as part of a small team;
- Comfortable learning, navigating, and troubleshooting new technology;
- Familiarity with scheduling software.

Additional Skills: Knowledge of Indigenous Cultures, histories, and Reports

- An in-depth understanding of Indigenous histories, cultures, and perspectives;
- Knowledge of The Truth and Reconciliation Commission of Canada: Calls to Action, MMIWG2;
- Report and Calls to Action, Knowledge of Indigenous over-representation in the justice system;
- Ability nurture and maintain strong relationships with Indigenous groups and engage in conversations and presentations;
- You have interpersonal skills to foster interest and support from organizations and communities;

To apply:

Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process

To apply to this job posting please submit your cover letter and resume with “Indigenous Learning Centre Coordinator” in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416)408-1568 by no later than 5 pm on May 31, 2023.

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants.

Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca.

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

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