



## ABORIGINAL LEGAL SERVICES

*Gaa kina gwii waabamaa debwewin · All those who seek the truth*

<b>Job Title:</b>	Indigenous Learning Centre Coordinator	<b>Travel Required:</b>	No
<b>Location:</b>	In-person - Toronto	<b>Position Type:</b>	Full Time
<b>Band:</b>	3	<b>Posting Expires:</b>	Until filled
<b>Reports to:</b>	Program Director	<b>Starting Salary:</b>	\$52,530

### 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.

### 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. This is a unionized position.

### Duties and responsibilities

- Being part of a team responsible for the ongoing operation of all aspects of the ILC;
- Maintaining a schedule of regular weekly programming at the ILC and Lodge, coordinating schedules for both facilities and activities;
- Building and maintaining relationships with ALS and ILC staff teams to obtain and share information effectively with team members and stakeholders;
- Building and maintaining relationships with stakeholders in and outside of the New Toronto Courthouse to support programming, exhibits, and appropriate use of the ILC space;
- Building and maintaining relationships with external community organizations to strengthen partnerships, expand program offerings, and support educational initiatives;
- Communicating schedules, changes, risks, and issues with stakeholders promptly and effectively;
- Communicating with third parties, including security guards, service providers, technicians, tradespersons, and building facilities management to ensure smooth operations;
- Providing general support to walk in visitors;

- Delivering decolonizing education initiatives to non-Native government agencies and inviting them to engage in learning opportunities;
- Obtaining quotations for promotional products and materials
- Submitting and reviewing all ILC purchase requests to ensure all weekly program-related supplies and materials are available; tracking inventory of art, books, and cultural items; creatively sourcing new items with cultural sensitivity; and ensuring accurate descriptions and information for items and tours;
- Developing and administering a reporting system to allow for quarterly reports on activities at the ILC;
- Executing administrative tasks such as billing, record keeping, and managing operational and purchase requests;
- Ensuring adherence to ALS policies and procedures through communication and support from head office;
- Contributing to ongoing special projects that advance the mission and development of the ILC;
- Other duties as assigned;

### **Qualifications**

- Knowledge of Indigenous communities and service organizations in Toronto and the surrounding the GTA;
- Experience supporting public education initiatives or community programming;
- Strong written and verbal communication skills;
- Ability to work independently and collaboratively as part of a small team;
- Comfortable using and learning new technology; familiarity with scheduling tools is an asset;
- Ability to engage respectfully with diverse individuals and communities;

### **Additional Assets:**

- Understanding of Indigenous histories, cultures, and contemporary issues;
- Familiarity with the Truth and Reconciliation Commission’s Calls to Action and the MMIWG2S Report;
- Experience working with or supporting Indigenous-led initiatives;

### **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](mailto:hrgeneral@aboriginallegal.ca) or fax it to (416)408-1568.

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](mailto:Nazaninn@aboriginallegal.ca).

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

**Aboriginal Legal Services**