

<b>Job Title:</b>	<b>Cultural Resource Coordinator</b>	<b>Travel Required:</b>	Moderate travel within Toronto
<b>Location:</b>	Toronto- In Person	<b>Position Type:</b>	Full Time, Temporary
<b>Reports to:</b>	Executive Director	<b>Posting Expires:</b>	27 September, 2024
<b>Job band:</b>	Band 3	<b>Starting Salary:</b>	\$52,530

## Job purpose

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.

Indigenous Learning Centre (ILC) at the New Toronto Courthouse aims to provide a space for collaboration, culture, and learning that supports advancing Truth and Reconciliation, Missing and Murdered Indigenous Women, Girls, and Two-Spirit People (MMIWG2S), and other Indigenous justice issues. The ILC's purpose is deeply connected to the history of colonialism and the resilience of Indigenous peoples, emphasizing the importance of traditions and culture in supporting this resilience. The centre will serve as a hub for courthouse stakeholders, Indigenous and non-Indigenous organizations, and the broader community to learn about Indigenous cultures, languages, histories, and justice-related topics.

The Cultural Resource Coordinator plays a vital role in the Indigenous Learning Centre (ILC) at the New Toronto Courthouse by providing and facilitating access to culturally significant workshops, teachings, and ceremonies for both Indigenous and non-Indigenous individuals. This position is central to fostering a deeper understanding and appreciation of Indigenous cultures, languages, histories, and justice-related issues within the courthouse and the broader community. By acting as a key liaison between community partners, elders, educators, and stakeholders, the Cultural Resource Coordinator ensures that the ILC's programming is delivered with respect, authenticity, and in alignment with Indigenous protocols and traditions. This role supports Aboriginal Legal Services' mission of strengthening the capacity of the Aboriginal community to address justice issues through culturally based alternatives.

## Duties and responsibilities

- Work under the direction of the Executive Director; **Cultural Resource Coordinator** will provide and facilitate access to workshops, traditional teachings and ceremonies to Indigenous and non-Indigenous individuals and groups who work within the NTC and for students and professionals from other sectors who would benefit from their connection to learning about Indigenous cultures, languages, histories and Indigenous justice related subject matter;
- Acts as the first point of contact for community partners and stakeholders, such as NTC, Treaty partners, Toronto Indigenous agencies, elders, educators, staff and service providers, in order to:
  - Establish a working relationship;
  - Understand the needs of clients for workshops, teachings and circles,
  - Coordinate, schedule, and facilitate consistent programs, meetings, gatherings and activities for each quarter of the year;
- Ensures proper documentation of all correspondents and program records,
- Works to promote a coordinated client service approach to ensure client needs are addressed;
- Participates in outreach activities, presentations, and other speaking engagements related to the ILC program;
- Responds to requests, questions and inquiries regarding ILC services and programs;
- Administers the ILC program scheduling and registrations through the ILC Calendar;
- Maintains a database of completed programs; targeted goals and results;

- Provide statistics every quarter. Provide statistics on programs, registrations and participation;
- Modifies forms and processes as needed once they are implemented;
- Writes letters to introduce the ILC's services to other agencies and interested parties;
- Acts as a backup receptionist when required;
- Attends ALS mandatory training sessions;
- Other duties as assigned

## Qualifications

- A degree or diploma in Indigenous Studies, Social Work, Education, Community Development, or relevant work experience is an asset;
- Experience in coordinating and facilitating cultural programs, workshops, and ceremonies with respect and authenticity;
- Experience working with Indigenous communities, agencies, and stakeholders;
- Strong understanding of Indigenous cultures, languages, histories, and justice-related issues;
- Knowledge of the protocols and traditions of Indigenous communities;
- Ability to build and maintain relationships with community partners, elders, educators, and other stakeholders;
- Strong organizational skills to manage schedules, registrations, and program documentation;
- Ability to coordinate multiple programs and activities simultaneously;
- Experience in conducting outreach activities and presentations;
- Ability to engage with diverse groups, including Indigenous and non-Indigenous individuals and organizations;
- Computer skills; Microsoft Office Suits, internet, etc.;
- Be available for work outside regular office days/hours to meet operational needs;

## To apply:

**Applicants who self-identify as Aboriginal 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 “**Cultural Resource Coordinator**” in the subject line to [hrgeneral@aboriginallegal.ca](mailto:hrgeneral@aboriginallegal.ca) or fax it to (416)408-1568 by no later than 5 pm on Friday,

**September 27, 2024**

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**

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