

Manager of Outreach and Engagement

Position Title: Manager of Outreach and Engagement

Reports to: Secretariat Lead

Compensation & Classification: Salaried, Full-time

Requires travel, some evenings, some weekends

Salary Range:

Organizational Description

The Survivors' Secretariat was established in 2021 to organize and support efforts to uncover, document and share the truth about what happened at the Mohawk Institute during its 140+ years of operation. Learn more at www.survivorssecretariat.ca.

Job Description

The Manager of Outreach and Engagement is responsible for creating, facilitating, and coordinating community engagement strategy for the Survivors' Secretariat. The position focuses on work into unmarked burials associated with the Mohawk Institute, Indian Residential School and outreach to Residential School Survivors who attended the Mohawk Institute. The Outreach Manager works closely with impacted communities, the Multi-Jurisdictional Police Task Force (SNPS, BPS and OPP), the Indigenous police liaison units, Human Rights, and Cultural monitors. The incumbent will sit on Indigenous, provincial, and federal committees engaged in the work of unmarked burials. This management position will lead a small team of outreach and engagement people, be part of the Secretariats' leadership team and part of delivering an ongoing educational process shaped and informed by Survivors, informed by the Calls to Action, UNDRIP and the Calls to Justice. The ongoing work of this position will include participation in strategic planning and fund raising while ensuring the adherence to the Secretariats' mandate.

Responsibilities & Duties

The Manager of Outreach and Engagement provides leadership, support, guidance, and mentorship to outreach staff and is a valued part of the Secretariat team, through participation in recruitment, retention, and workplace relations. Working with the Secretariat Lead, this position will work to bridge the Secretariat to Survivors wherever they may live, impacted communities within and beyond the borders of Ontario and work closely with communities engaged in the work of unmarked burials to share lessons learned, promising practices and engage in a process of knowledge gifting with other Indigenous communities.

- Oversee the planning, and coordination of the outreach and engagement strategic plan
- Develop a comprehensive outreach and community engagement plan that includes a full work plan, community presentations, templates for information gathering within impacted communities and communities leading work into other Indian Residential Schools.
- Lead/ participate in the development of engagement tool kits and outreach strategies/methods
- Oversee the planning of commemoration activities, gatherings and participation in events and community outreach activities



- Participate/assist in the writing of funding and grant submissions, the development of departmental and organizational budgets and reporting documentation for funders
- Project Planning and Assignment of work – development of department work plan and delegated tasks when planning gatherings, community visits, conferences, and speaking panels
- Ensure that the outreach and engagement staff have the training and tools to fulfill outreach goals and priorities
- Daily oversight of the Community Engagement team, including but not limited to:
 - Delegation of work and duties
 - Coordinating with human resources and payroll to onboard new employees
 - Scheduling, coordination and booking for travel
 - Review and approve of travel and expense claims
 - Budgets development and forecast reporting
 - Performance management and annual performance planning.
- Cultivate relationships within Six Nations, across diverse communities, funders, and levels of government to advance the work and mandate of the Secretariat
- Ensure the development and delivery of Professional Development planning and educational opportunities for staff team
- Foster and build collaborative opportunities within Six Nations and beyond
- Create opportunities for Survivors to be part of commemoration activities
- Ensure protocols and practices are developed and documented to support the ability of the Secretariat and Survivors to travel to other Indigenous communities
- Facilitate Survivors' meetings in communities that foster advocacy relationship building, collaboration, and advance the work of Survivors and the work of the Secretariat
- Strengthen relationships with stakeholders to identify a network of partners that will work together with the Secretariat to support the Survivors.
- Work with community partners, service providers and cultural supports to identify/implement best practices, protocols, and procedures with regards to initiating communication with new contacts
- Create multiple opportunities for Survivors to come together in conversation and dialogue
- Provide key leadership for the Outreach and Engagement team in the development of information, gathering templates, communication, educational, outreach materials and supplies
- Serve as a key point of contact within guest communities and Survivors to disseminate information around the search efforts of the Survivors' Secretariat.
- Lead the outreach teams efforts to recruit and screen:
 - Community champions
 - Students
 - Community partners
 - Volunteers
- Provide ongoing mentorship and coaching to:
 - Outreach team
 - Community champions
 - Students
 - Community partners
 - Volunteers
- Participate in relationship building practices and processes to assess, improve, and reclaim, revitalize, and recover nation to nation relationships

- Ensure adherence to principles of OCAP and the development of an Indigenous Data Sovereignty framework to ensure the protection and safety of all that is recovered during the Secretariat's work
- Provide support when requested and needed to other Survivors' Secretariat projects by coordinating with and supporting colleagues.

Qualifications & Experience

- Post-Secondary degree in a relevant field preferred, plus 3-5 years of direct management experience working
- OR
- An equivalent combination of education and/or experience that directly relates to the essential duties and responsibilities
 - Experience working in an Indigenous organization is an asset
 - Demonstrated experience in effectively working with people with complex needs and vulnerabilities
 - Demonstrated cultural knowledge including awareness, knowledge, and empathy
 - Demonstrated experience and or understanding of trauma informed practices
 - Minimum of 3-5 years of experience working within an Indigenous organization or community.
 - Advanced knowledge and awareness of Indigenous cultures
 - Extensive knowledge of the legacy of Indian Residential Schools
 - Ability to travel across Ontario and Canada (including remote communities)
 - Ability to work some evenings and weekends to accommodate volunteer schedules and organizational needs
 - Ability to manage budgets
 - Ability to work independently/self- directed

The ideal candidate will possess experience in managing people and work processes. Must have a working knowledge of community organizing and volunteer management and superior knowledge of trauma informed practice. The ideal candidate will also be of Indigenous Ancestry which is supported through a combination of references affirming connection to a community and the culture.

Communication:

- Advanced communication skills, written and verbal
- Effective communication skills, able to lead, facilitate and navigate challenging dialogues tied to the history and legacy of the Indian residential schools
- Cultural acuity ability to communicate with people from diverse nations and communities
- Relationship driven with well-developed interpersonal skills
- Ability to construct clear and concise materials to be disseminated at various community presentations, information sessions, panels, and other speaking platforms



Professionalism:

- Strong organizational skills
- Demonstrated ability to manage competing priorities
- Ability to work well independently and as a member of a highly integrated, diverse team
- Demonstrated ability to solve problems and manage conflict
- Ability to think and plan strategically
- Due to the nature and sensitivity of the information retained within the Secretariat and the possibility of a Criminal Investigation, a Non-Disclosure Agreement is required.

General Skills:

- Knowledge of multiple computer processing applications
- Ability to apply evidence-based practice
- Adept use of social media tools

Leadership and accountability 25%
Judgement and accountability 20%
Administrative and Financial Management 20%
Relationship Management 35%

How to Apply:

Please submit your resume and cover letter to info@survivorssecretariat.ca by 4 PM on February 28, 2023.