



**Position:** **Indigenous Programs Coordinator (Full-time)**  
**Immediate Supervisor:** Director of Engagement  
**Location:** Toronto, ON  
**Start date:** February 2018 (6 Month Contract)

Since 1969, Outward Bound Canada has made it our mission to cultivate resilience, leadership, connections and compassion, through inspiring and challenging journeys of self-discovery in the natural world. A not-for-profit, charitable, educational organization, Outward Bound Canada has challenged over 150,000 Canadians to step out of their comfort zone with our unique outdoor adventures. We pride ourselves on offering transformational journeys that encourage participants to push beyond their limits and discover their true potential.

## ABOUT THE POSITION

Outward Bound Canada's programs for Indigenous youth and young adults combine the philosophy of Outward Bound with the values and teachings reflected in Canadian Indigenous cultures and communities. For more than 25 years, Outward Bound Canada has worked with various Indigenous communities and organizations to help develop inspiring and valuable programs. Outward Bound's programs for Indigenous youth and adults are guided by the following principles:

- **Community Driven:** direction and goals are established by our community partners.
- **Culturally Grounded:** built on the particular cultural strengths, traditions and values of the communities we serve.
- **Capacity Building:** create lasting value and build capacity for our community partners.
- **Deep Collaboration:** we aspire to build authentic partnerships that support the long-term development goals of Indigenous communities.

OBC recently received multi-year funding support to significantly expand our Indigenous programming nationally. This support will enable OBC to impact more Indigenous youth through leadership development programs, career and skills development opportunities, and by providing us with the capacity to deepen our partnerships with Indigenous peoples, groups and organizations in Canada.

To support this national initiative, we are hiring an Indigenous Programs Coordinator. This individual will oversee the administration and admissions of Outward Bound Canada's National Indigenous Programs. This includes the creation of onboarding materials for students and community groups, processing applications and registrations, collection of post course feedback and the creation of course end reports. This is an extraordinary opportunity for someone who is highly motivated and compassionate with a profound commitment to supporting the development aspirations of Indigenous peoples across Canada.

## DUTIES AND RESPONSIBILITIES



- Create and send out Welcome Packages for Indigenous Programs, including specific course information, clothing lists and travel information.
- Field inquiries and questions relating to Indigenous programs from teachers, parents and students.
- Process and track online applications.
- Complete medical screenings and follow-up support with Medical Screening Coordinator.
- Liaise with Charitable Programs Manager re: funding requirements and the coordination of travel plans with Course Directors.
- Audit Courses and liaise with Admissions team and Indigenous Program Manager on outstanding documents.
- Make sure all information is complete in Student Records in CRM; ensure documents are attached, conversations logged, current contact information is accurate and notes from the field are entered.
- Ensure information is complete if a student is taking a High School Credit.
- Send buff and acceptance letters to students.
- Communicate with Program Teams re: student screening.
- Course Prep for Course Director's including the creation of the following:
  - Food Report and send to Food Provider
  - Summary Reports
  - Travel Report
  - Bursary Tool Kit
  - Pre/Post Course Checklist
- Course End Follow up
  - Collect Bursary Thank You Letters – send to Philanthropy
  - Collect Solo letters
  - Collect and file adult waivers
  - Receive and review HSC Information – send to Principal
  - Receive and review Community Service Information
  - Receive and edit letter to parents
  - Receive Instructor evaluations
  - Receive student evaluations/surveys and input data as needed
- Coordinate, collect and pass on documents/data to Philanthropy team or Director of Learning and Adventure.
- Create and send Grad Packages including grad certifications, marketing information and all other information received and ready to be sent.
- Support Philanthropy Team on developing relationships and opportunities with new donors.
- Work with Marketing on creation of recruitment materials/tools.
- Sit on Bursary Committee.
- Have a thorough understanding of funding requirements for each indigenous program.
- Track and respond to inquiries
- Update and send out Application Packages.
- Track Indigenous students and liaise with Course Manager for enrolment report.
- Interview Bursary Students when required.
- Provide support with student travel (Book flights, shuttles, buses for individuals if needed).



- At course end collect student information from Admissions team for Philanthropy including thank you letters, photos, videos, testimonials, instructor reports/parent letters and post course evaluations.
- Follow-up post course to inquire about student experience with supporting organizations.
- Support Indigenous Program Manager with creation of Donor reports, course/student evaluations and metrics, creation of Proposals and Grant Agreements and the creation of training and curriculum materials.

## SKILLS AND EXPERIENCE DESIRED

- Background in Social Work, Guidance and Counselling or similar focus is an asset.
- Previous experience working in a busy office environment.
- A positive attitude and a desire to work as part of an engaged and passionate team.
- Exceptional spelling and grammar skills.
- Fantastic time management skills.
- The ability to meet deadlines and to have grace under pressure.
- Comfortable communicating with students and parents by both phone and email.
- A commitment to the mission and philosophy of Outward Bound.
- Knowledge of the outdoor and experiential/adventure industry along with a commitment to the mission and philosophy of Outward Bound.
- Experience working with Indigenous populations.
- Detail oriented: excellent planning, organizational, communication, and system building skills.
- Solution-focused; able to take responsibility and work unsupervised.
- Technologically savvy with a high level of computer (Mac and PC) competency; strong experience with MS Office programs (particularly Word, PowerPoint and Excel), Google Mail and apps, CRM (Salesforce an asset), and cloud computing.
- Must be fluent in English: fluency in Indigenous language is an asset.

## READY TO APPLY?

The position is in collaboration with Green Corps and does have eligibility criteria, youth must

- be between the ages of 18 and 30 (inclusive) at the time of intake/selection;
- Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada;
- be legally entitled to work according to the relevant provincial/territorial legislation and regulations;
- not be in receipt of Employment Insurance (EI) benefits at the time of the placement (\*Please note that the cancellation of EI benefits may cause some delay in the hiring process);
- not be full-time students or co-op students;

The full list of eligibility criteria could be found on their site: <http://unac.org/unac-projects/canada-green-corps/>

Please send cover letter and CV to [employ@outwardbound.ca](mailto:employ@outwardbound.ca).



**OUTWARD BOUND  
CANADA**

Application deadline: January 15, 2018

Outward Bound Canada is an equal opportunity employer. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. No phone calls please.