



the Jane Goodall Institute of Canada

Job Posting: *Uncovering Common Ground* Project Coordinator One-Year Contract

SUMMARY

The Jane Goodall Institute of Canada supports wildlife research, education and conservation. The work of the Institute includes community-centred conservation efforts in Sub-Saharan Africa and the Jane Goodall's Roots & Shoots program in Canada. Roots & Shoots supports youth-led, community projects that promote the well-being of animal, people, and the environment.

The Project Coordinator will oversee JGI Canada's new Roots & Shoots project: ***Uncovering Common Ground***. This is a one-year initiative bringing together Indigenous and non-Indigenous youth to share their perspectives, break down barriers to reconciliation and provide opportunities for youth-led actions to address community needs. ***Uncovering Common Ground*** is implemented in three provinces across Canada: British Columbia, Manitoba, and Ontario. The Project Coordinator will work closely with the Roots & Shoots Manager and the Youth Cohort Assistants from all three provinces to ensure quality program implementation. The position requires frequent travel within Canada.

This is a full time one-year contract position reporting to the Director, Programs.

MAIN RESPONSIBILITIES

- Coordinate activities with 3 part-time Youth Cohort Assistants based out of First Nations communities in BC, Manitoba and Ontario to implement the ***Uncovering Common Ground*** project;
- Train and support the 3 Youth Cohort Assistants;
- Provide overall coordination of youth-led community action projects in 3 provinces, working with Indigenous and non-Indigenous youth;
- Organize the project launch and wrap-up events at the start and end of the initiative;
- Manage partnerships with First Nations and community stakeholders engaged in the project;
- Collect project data and prepare reports;
- Monitor work plan and schedules to ensure the project is on-track;
- Monitor project expenditures against the approved budget;

- Collaborate with other JGI staff working with Indigenous focused programs;
- Provide content for stories and updates for JGI social media and other communication channels.

SKILLS AND QUALIFICATIONS

- Post-secondary degree or diploma;
- At least three years of experience working with Indigenous population or at-risk communities – preference will be given to candidates with lived or work experience in Indigenous communities or organizations;
- Knowledge of Reconciliation issues and barriers affecting Indigenous youth in Canada;
- Skilled in building partnerships and collaborating with a wide range of stakeholders;
- Ability to work under pressure and meet tight timelines;
- Experienced in project management (including work planning, budgeting, reporting);
- Strong written and verbal communication skills;
- Advanced computer skills (MS Office)
- A valid driver's license

TO APPLY

When you join JGI Canada, you are joining a committed team that is passionate about protecting wildlife and supporting communities to improve the lives of animals, people and the environment. To learn more our work, visit our website www.janegoodall.ca.

If you are interested in this opportunity, please submit your resume and a cover letter to bella@janegoodall.ca with “Project Coordinator” in the subject line. Indigenous Peoples are encouraged to apply. The deadline for application is Friday, February 22nd, 2019.