



Women's Shelter of York Region, Inc.

Job Posting

Posting No.:	21-11
Position:	Indigenous Elders Coordinator (Part-Time, Contract)
Posting Date:	November 22, 2021
Closing Date:	December 6, 2021
Start Date:	ASAP
Duration:	3-year Contract (Annual Renewal)
Hours of Work:	24 hours / week
Location:	Hybrid Position

Established in 1992, Sandgate Women's Shelter of York Region Inc. is a feminist, anti-violence, and anti-oppression organization that strives to meet the needs of all women and their children in an inclusive and respectful manner.

Job Profile

Reporting to the Executive Director, the Indigenous Elders Coordinator will be someone who brings existing relationships with Indigenous communities and their Elders, as well as with partners and agencies at the local and regional levels. This individual will be responsible for the planning, development, promotion and delivery of all Indigenous programming and activities with community elders. The successful candidate will help make connections with other equity seeking community elders to foster new relationships with the over arching goal of eradication gender-based violence in York Region.

Major Responsibilities Include:

- Research existing models of traditional knowledge exchange
- Initiate contact with indigenous elders and build respectful long-term relationships
- Develop a roster of community elders to facilitate traditional teachings and who will advise on issues of gender-based violence
- Understanding of protocols with elders will be an asset
- Leverage key community partnerships
- Develop an annual calendar of ceremonies'/healing circles

- Responsible for arranging/organizing of schedules, meetings and ceremonies with various elder groups ensuring that all items for such events are in place
- Collect and report relevant data and statistical information, as required completion of all administrative aspects of the position, including but not limited to, database updates, monthly reports, communication logs and notes
- Experience working with, and acceptance of, people of diverse backgrounds, socioeconomic statuses and linguistic skills
- Demonstrate strong knowledge of gender-based violence an asset
- Demonstrate active listening and ability to respond appropriately when interacting with individuals or in groups
- Demonstrate ability to work independently and as a part of a team
- Commitment to continuing education on women's issues, with a particular emphasis on violence against women
- Attendance at internal and external meetings and events as required
- Commitment to, and promotion of, a women-centred service; working within a feminist analysis in all aspects of the organization
- Maintains full confidentiality of the organization, as per policy
- Adheres to all health and safety requirements
- Positively represent the organization at all times
- Additional duties as assigned

Qualifications

- One to two years of related experience
- Thorough understanding of, and demonstrated ability of working with, First Nations, Inuit and Métis populations and understanding of the diverse needs and expectations of servicing and working with each group
- Indigenous ancestry and connection with an Indigenous community and other Indigenous networks
- Flexible schedule to accommodate a 24-hr work week
- Flexibility to work in, and travel to, any part of the region (all organizational locations), as per operational requirements
- Valid driver's license, reliable vehicle and work-related insurance preferred
- Intermediate competency with computer hardware and software, including Microsoft suite of products and databases

Application procedures:

In keeping with our ongoing efforts to promote equity and reflect the diversity of York Region, we welcome applications from Aboriginal Women, Women of Color, Immigrant women, Lesbians and other women from the LGBTTTIQ community, women with disabilities and Women from other diverse groups to apply.

Please send resume to Sadita Graham, HR Generalist at saditag@sandgate.ca by December 6, 2021, at 5:00PM.