



JOB POSTING

Title: Indigenous Partnerships & Programs Officer

Type: Permanent Full Time

Location: Flexible (Canada)

Salary: \$55,000 - \$65,000 (commensurate with experience)

Canadian Feed the Children's vision is a world in which children thrive, free of poverty. For nearly 35 years, CFTC has been working with local partners in Uganda, Ethiopia, Ghana, Bolivia, and with Indigenous Nations and communities in Canada, to deliver programs that have positive, meaningful, and sustained impact on the health, education and well-being of children and the self-sufficiency of their families and communities. If you share our passion for bettering children's lives, and you thrive in a collaborative, values-based culture please consider applying for this role.

About this Opportunity

Guided by a strengths-based multidisciplinary approach rooted in the principles and values of inclusion, anti-racism, anti-oppression and self-determination the **Indigenous Partnerships & Programs Officer** will work closely with the Indigenous partners and communities CFTC works with in Canada to support and strengthen the operational delivery and impact of their innovative community and partner-led programs.

For this role, the candidate must be of Indigenous ancestry (First Nations, Métis or Inuit). We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.

This unique role helps to ensure that the Indigenous programs in Canada are operating effectively and efficiently with the various partners, in keeping within operational planning goals and the strategic plan. The position is responsible for supporting program monitoring and reporting with our 30+ Indigenous partners in Canada throughout Alberta, Saskatchewan, Manitoba, Northern Ontario, New Brunswick, Newfoundland/Labrador and the Northwest Territories.

In this role, under the guidance of the Manager, Indigenous Programs and Partnerships, you will support the partners' program design and implementation based on community and partner identified priorities, monitoring qualitative and quantitative reporting on program activities and results, coordination of documents and agreements, ensuring consistency in compliance, and general assistance in projects and initiatives within CFTC.

We are looking for candidates with proven ability to work in a relational way with Indigenous Nations and communities, and have a strong commitment to CFTC's community-led food sovereignty approach. To thrive in this role you will need strong collaboration and problem solving skills, a meticulous attention to detail and organization, and will have some experience with project administration and budget management. You are solutions oriented and are able to proactively identify potential challenges and propose creative solutions to improve processes and meet established goals. You will be energized by working across a variety of functions, and understand that in a key role in a growing organization, the duties, responsibilities, and priorities for this role will be subject to change, growth and evolution.

Responsibilities / Accountabilities

- Support community-led partner projects and program implementation with Indigenous partners across Canada.
- Support the development and implementation of partner program plans, and budgets, providing ongoing assistance to partners as they monitor and report on the program results and expenditures.
- Support partners with major procurement and ensure overall compliance to donor and CFTC policies. Maintain an in-depth understanding of CFTC and donor compliance requirements and regulations.
- In conjunction with the wider Programs team, provide program, community development, and data/financial supports to Indigenous partners.
- Assist in ensuring partner financial and narrative reports, and other ad hoc reports are accurate and complete.
- Responsible for the review and quality/accuracy of data entry on tracking spreadsheets and internal reports, including verifying the formulas, formatting, etc.
- Assist in gathering stories and images according to CFTC guidelines, partner availability, and best practices.
- Provide administrative functions, such preparation of internal and external documents, aiding in the preparation of development proposals, relevant project documentation, and presentations
- Travel to partner communities in Canada, as required.
- Other duties as assigned.

Requirements

- Relevant experience in project administration (approximately 1 year) and with Indigenous Nations and communities in Canada, preferably in food security and food sovereignty.
- Proven ability to work with community members and provide administrative support to projects, communicate effectively with partners, monitor progress, manage budgets and expenses, provide accurate and timely reporting on results.
- Proven ability to work in a relational way with Indigenous Nations and communities and understand the importance of community-led development. Ability to speak an Indigenous language is an asset.
- Strong and proactive problem-solving skills, able to identify challenges or bottlenecks and proactively propose potential solutions to improve how the organization functions.
- Strong written and verbal communication skills.
- Strong organizational skills – electronic filing of project documents, multiple versions of documents, signed agreements, etc.
- Experience with digital tools, including an ability to work with Microsoft Office 365 and prepare and complete basic financial reports and budgets/reports in Excel.
- Excellent interpersonal skills, ability to act as a team player and provide a high level of service to internal and external customers.
- Ability and willingness to demonstrate the CFTC values in every aspect of work.
- Ready to work additional and flexible hours when required along with travel to other CFTC locations.
- Desire to make a difference while having fun in the process.

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Interested? Please quote the position title in the subject line and submit your resume and cover letter by **July 15, 2022** to: jobs@canadianfeedthechildren.ca

Applications will be reviewed on rolling basis, please apply as soon as possible.

We thank all applicants for their interest however only those under consideration will be contacted. This position will remain open until the successful candidate has been selected.

Canadian Feed the Children (CFTC) is committed to inclusive, accessible and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of our community. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, women, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process. For further information about Accessibility or Accommodation process at CFTC, please contact our People and Culture Department.