



# the Jane Goodall Institute of Canada

## **Job Posting: *Uncovering Common Ground* Project Coordinator One-Year Full-Time 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*** will be 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 Nation 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](http://www.janegoodall.ca).

If you are interested in this opportunity, please submit your resume and a cover letter to [bella@janegoodall.ca](mailto:bella@janegoodall.ca) with "Project Coordinator" in the subject line. Indigenous Peoples are encouraged to apply. The deadline for application is **Friday February 22<sup>nd</sup>, 2019**.