



GAKINO'AMAAGE
TEACH FOR CANADA

JOB OPPORTUNITY WITH GAKINO'AMAAGE: TEACH FOR CANADA

Teacher Recruitment & Selection Coordinator

Gakino'amaage: Teach For Canada is looking for a tech-savvy and detail-oriented person to join our Teacher Recruitment team.

The Basics

Job term:	Full-time, contract
Hiring salary:	\$44,015 - \$48,647 per year, prorated to contract
Contract duration:	April 2024 - March 2025, with the potential to hire to a permanent role
Location:	Currently a work-from-home position, however, the successful candidate may be required to complete some work out of our Toronto office
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	Until filled
Interview process:	Intro interview 1-hour virtual interview with a task Virtual office experience
Requirements:	Potential candidates must be First Nations, Inuit, or Métis, and reside within the Greater Toronto Area. Candidates must be registered or eligible to register with Miziwe Biik Aboriginal Employment and Training, and working with an Employment Advisor. More information on how to register with Miziwe Biik can be found under “Application Process”
Desired experience:	1-2 years of experience working in Human Resources, marketing, or related fields Previous customer service skills Proficient in Microsoft Excel, Google Suite, and Salesforce Experience working in education would be a strong asset

Our Approach

Education in Canada is a success story. Study after study shows that our public schools are among the best in the world. But high overall quality masks deep inequality. Only 48 percent of First Nations youth living on reserve have a high school diploma. In the North, those numbers are even lower. And, too often, teachers arrive in northern First Nations without the preparation and support they need to succeed—and stay—in the classroom. The twin challenges of teacher supply and turnover compound [historical injustice](#) and [systemic inequities](#) to produce a statistical education gap between First Nations and non-First Nations communities.

Gakino'amaage: Teach For Canada is a non-profit organization that works with northern First Nations to recruit, prepare, and support committed teachers who will increase student outcomes in the North. This model has been defined by First Nations community partners, our Circle of Advisors, our Board of Directors, and experienced northern educators.



Our Culture

Gakino'amaage has a supportive work culture and offers a variety of benefits to its team members including access to physical and mental wellness supports, flexible hours, and professional development opportunities. In addition to these perks and benefits, Gakino'amaage also honours National Indigenous Peoples Day and the National Day of Truth and Reconciliation as statutory holidays; and the last week of every calendar year is paid time off, too!

On our team, we are fortunate to have a committed, experienced, talented, and humble group of leaders. Together, this team works hard to create a meaningful impact. If you're looking for a fast-paced, innovative, energizing, and rewarding work environment, then we want to hear from you!

Your Responsibilities

The Teacher Recruitment and Selection Coordinator will report to the Director of Teacher Recruitment, and support the recruitment, selection, and matching processes within the department. Specific responsibilities include:

- Support the Teacher Recruitment department: Maintaining job postings, conducting headhunting activities, designing and posting ads on social media, and supporting the development and scheduling of selection and recruitment webinars.
- Support the teacher selection process: Reviewing applications, evaluating written applications, collecting teacher materials, conducting reference checks, and inputting data into Salesforce.
- Oversee department emails and communication: With teacher, principal, Northern Practicum Placement Program, and TA/paraprofessional applicants regarding general inquiries and notifications regarding their selection status.
- Mailchimp management: Send out regularly scheduled emails through Mailchimp to update community partners on hiring and matching, and to inform subscribers of open teaching positions.
- Support interview weekends: Coordinating logistics for teacher interviews, collecting resources and materials from teacher applicants, providing day-of support, organizing and collecting physical and digital interview rubrics and recordings, arranging catering, booking flights and accommodations, and facilitating expense reimbursements.
- Manage the process of recording, storing, and uploading interview videos and informative videos on Gakino'amaage's community-teacher matching database, and preparing offline matching database USBs to send to community partners.
- Organize data in Salesforce, Google Calendar, YouCanBookMe, and Dropbox.
- Support monthly qualitative and quantitative analysis through in-house data management, research, applicant feedback, and insight from community partners.
- Support annual and quarterly review and planning on departmental objectives as well as strategic pivots to reach ambitious teacher and principal recruitment targets.
- Prepare handover files for the Teacher Development department and collaborate with other departments to maximize Gakino'amaage's collective impact.

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in what is now known as Canada. You care that goals are reached in the right way.
- **You are detail-oriented:** You believe that if something is worth doing, it is worth doing right—every single time. You plan ahead and proactively solve challenges.
- **You communicate clearly:** You write well and speak eloquently. You appreciate nuanced language that is inspirational and honest.
- **You are tech-savvy:** You are proficient with Microsoft Excel and Google Suite and you learn new tech quickly. Experience with Salesforce and YouCanBookMe is a strong asset.
- **You are a planner:** You prioritize and plan to effectively meet competing deadlines.
- **You are a collaborative self-starter:** You recognize the strengths of others, work well in a team, and seek feedback but are not afraid to take initiative.

Application Process

Please send **one** PDF file containing a resume and cover letter addressed to Annie Halim-Paulionis at apply@teachforcanada.ca.

This job opportunity has been made possible through Service Canada and Miziwe Biik Aboriginal Employment & Training. To be eligible for this position, candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Advisor. In order to register with Miziwe Biik, candidates must be First Nations, Inuit, or Métis (non-status or status), they must be unemployed or underemployed, and live within the GTA (see map below). Registration forms can be found on the last page of this posting and sent to reception@miziwebiik.com to set up an appointment with an employment specialist. A completed client registration form, Ontario employment form, Ancestry information form, and resume will be required for the appointment.

Gakino'amaage: Teach For Canada is an equal opportunity employer and is committed to building a diverse and inclusive team. As an organization that works with First Nations, we value Indigenous perspectives in the workplace and strongly encourage Indigenous candidates to apply.

Gakino'amaage: Teach For Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.



Service
Canada



Greater Toronto Area

