



## JOB OPPORTUNITY WITH GAKINO'AMAAGE: TEACH FOR CANADA HR IT Coordinator

Gakino'amaage is looking for an individual who is detail-oriented, tech-savvy, and respectful of Indigenous cultures to enhance our HR technology platforms and support our Team and Operations department.

### The Basics

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<b>Job term:</b>	Full-time, permanent
<b>Hiring salary:</b>	\$44,014 - 48,657 per year, plus benefits
<b>Start date:</b>	August 2, 2024
<b>Location:</b>	Hybrid position with occasional travel* and in-office work at our Toronto-based office for administrative and collaborative work <i>*Travel, accommodation, and meal costs will be covered by Gakino'amaage: Teach For Canada</i>
<b>Application method:</b>	Cover letter and resume sent to <a href="mailto:apply@teachforcanada.ca">apply@teachforcanada.ca</a>
<b>Closing date:</b>	Until filled
<b>Interview process:</b>	Intro interview 1-hour virtual interview with a task Office experience
<b>Desired experience:</b>	1 - 2 years of professional experience in an office workplace environment, preferably in the not-for-profit/charitable sector Knowledge and/or experience with human resource information software (HRIS) Experience working with Salesforce is an asset Experience working with AI in a Human Resources context is an asset Experience in editing and designing content on WordPress is an asset

### Our Approach

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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**

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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**

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The HR IT Coordinator will report to the Director of Team and Operations, and manages and troubleshoots the HR technology platforms to ensure exceptional HR systems experience for the organization's employees. Specific responsibilities include:

- Work with the Director of Team and Operations to coordinate our team hiring process including job description development, advertising, application screening, interviews, office experiences, reference checks, and onboarding, ensuring a seamless and positive experience for all applicants.
- Work with the Director of Team and Operations to implement the Human Resources Information System (HRIS) to ensure enhancements are optimally designed and work well within the organization's systems.
- Collaborate with consultants to provide the team with technical training, support, and guidance (Salesforce, ClickUp, Dropbox, and others).
- Create optimization, automation, and efficiencies through software tools.
- Support maintenance and enhancement releases across the different HRIS functions and software integrations where applicable.
- Maintain awareness of current trends in HR management systems, and examine trends in information systems training materials and techniques.
- Develop a quarterly newsletter that includes troubleshooting tips, updates on everyday issues, and best practices for maintaining computer health.
- Offer periodic IT training sessions focusing on basic troubleshooting, cybersecurity best practices, and efficient use of software and tools.
- Support the department's quarterly and annual planning, IT-related policy development, and review processes to reach and advance the department's and organization's goals.
- Assists in other elements of Gakino'amaage: Teach For Canada's work as needed, including limited support of program activities.

## Your Fit

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- **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 are tech-savvy:** You are proficient with Microsoft Excel and Google Suite, and you learn new tech quickly. Experience with Salesforce is a strong asset.
- **You are a planner:** You prioritize and plan to effectively meet competing deadlines.
- **You are curious:** You enjoy learning about topics in depth and have wide-ranging interests. You demonstrate a growth mindset.
- **You are a team player:** You recognize the strengths of others, collaborate well, and seek feedback.

## Application Process

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Please send a resume and cover letter addressed to Annie Halim-Paulionis at [apply@teachforcanada.ca](mailto:apply@teachforcanada.ca).

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.