



Indigenous Partnerships and Programs Coordinator

Location: Sault Ste. Marie, Ontario preferred and other locations in Ontario considered

Start Date: February or March 2025

Salary Range: \$50,000 - \$60,000 based on experience

Job Type: Full-time, two-year contract, with opportunity to continue

The Invasive Species Centre aims to mobilize action against invasive species that harm the environment, economy and society. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, we have grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of inclusion, innovation, stewardship, collaboration, and commitment to excellence to achieve our vision where land and water in Canada are protected from invasive species.

We have established relationships with many Indigenous communities through collaborative projects over the years and are committed to further growing and learning with Indigenous communities. The new Indigenous Partnerships and Programs Coordinator will “be a bridge” to these communities and to Indigenous ways of knowing in support of Invasive Species Centre’s work on biodiversity, invasive species, and stewardship of land and water.

If you have lived experience and knowledge of First Nations communities in Ontario are passionate about working with Indigenous communities, protecting forests, land, and water, and enjoy working as a part of an upbeat team, please follow the application instructions at the end of this posting.

Position Summary

The **Indigenous Partnerships and Programs Coordinator** will lead outreach and relationship building with Indigenous communities and help coordinate with Indigenous communities on invasive species projects. This work consists of reaching out and supporting Indigenous communities, co-developing programs to prevent the introduction and spread of invasive species, coordinating events, outreach and presentations, and overall project budgeting, management and reporting.

We offer a fun, vibrant workplace with flexibility and shared passion for protecting the environment. This is a two-year contract position to start, with opportunity to continue for additional years, contingent upon funding. We believe in supporting our team as much as possible, with a competitive compensation package including wages, benefit package after six months, minimum of 2 weeks of vacation, 12 paid holidays, and 2 paid personal days to help support cultural/personal needs, paid sick leave, contribution to personal and professional development, and many opportunities to learn new skills. The ISC offers hybrid work opportunities for team members in Sault Ste. Marie.

Principal Accountabilities

- Lead outreach and connection to Indigenous communities to build lasting relationships and support collaborative programs on the prevention and management of invasive species
- Coordinate support for Indigenous communities and their projects through Invasive Species Centre’s granting programs

- Assist communities in Indigenous-led development of invasive species management plans and innovative tools
- Develop content, resources, and training that incorporates Indigenous science and knowledge, culture, ethical engagement as it relates to invasive species, biodiversity, and stewardship of land and water
- Facilitate Invasive Species Centre's Team learning related to Indigenous science, knowledge, history, and culture
- Support development of communications and outreach for Indigenous audiences, including website, events, webinars and conferences
- Support staff in Indigenous relationship building through tailored support and liaison efforts.
- Manage projects including tracking program deliverables, budgeting, tracking key performance indicators and reporting
- Support grant writing and business development
- Coordinate meetings of multiple partner groups
- Liaise with partner organizations to meet deliverables
- Other duties as required

Preferred Qualifications

- Possess a Bachelors' degree, equivalent certification or experience in Indigenous studies, biology, geography, environmental science/studies, or other related fields
- Extensive knowledge of Indigenous communities, cultures and peoples
- Working general knowledge of environment and invasive species
- Possess a valid G-class drivers' licence and ability to travel frequently

Minimum Competencies

The successful candidate will have strong:

- Indigenous cultural awareness: lived experience and knowledge of Indigenous traditions, programs, communities and networks
- Strong communication skills: The ability to express themselves clearly in conversations and interactions with others, through writing, speaking, and presentations
- Organisational skills: ability to quickly design and implement programs and processes, communicate with team, respond to requests in a timely way
- Project management skills: Ability to develop, manage and track projects, keeping activities on time and on budget and report back to funders
- Administrative skills: Knowledge of office procedures, knowledge of or willingness to learn invoicing, tracking expenses
- Technical and data management expertise: computer proficiency and experience with Microsoft Office software especially Excel, Adobe Acrobat, Teams, and social media
- Teamwork skills: Have a can-do and optimistic outlook, help to set a tone of cooperation within the work group and across groups; coordinate own work with others, respond positively to instructions, procedures, and feedback
- Time management and flexibility skills: manage multiple projects; determine project urgency in a practical way; create detailed action plans and budgets, adapt well to changing priorities, deadlines, and directions

- Initiative: identifying what needs to be done and doing it before being asked or before the situation requires it; plan work and carry out tasks without detailed instructions

Other Requirements

- **The ISC strongly encourages applications from First Nations applicants and those with lived experience and knowledge of First Nations communities in Ontario. We also encourage applicants to self-identify and disclose any relevant information in their application and/or during the interview process.**
- Bilingual in French, English, and/or Indigenous languages would be an asset
- Must work within standard business hours and occasionally evening and weekends depending on work requirements
- Willingness and ability to travel as required (est. 15-25 days annually)
- The candidate will need to comply with all ISC policies
- Ability to start position as soon as possible

Applications will be accepted on a running basis until position is filled.

Interviews will begin the week of February 10, 2025.

Please submit application package by email as a single PDF, including cover letter and resume, which includes your education and work experience history. Emails must contain the position title in the email subject line. Please address applications to:

Deborah Sparks, Business Development and Communications Manager
Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 2E5
Email: careers@invasivespeciescentre.ca

No telephone calls, please. Only candidates chosen for an interview will be contacted.

The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.