



we are hiring

POSITION	Innovation Officer, Indigenous Relations
TERM	Full-Time, permanent, 35 hours per week
SALARY	\$45,000 - \$50,000 annually
LOCATION	Head Office, Montréal, QC (Remote possible to facilitate remaining in community)

Katimavik Youth Services is looking for its Star candidate to fill the *Innovation Officer, Indigenous Relations* position.

This position reports to the Director of Operations and Innovation.

This position will be responsible for managing how Truth and Reconciliation is manifested in Katimavik's programs. In addition, the successful candidate will support the organization's objectives by recommending policies and practices that improve the effectiveness and efficiency of programs and the organization.

WHO WE ARE

Website - <https://katimavik.org/en/>

WHAT YOU'LL DO

- Drive innovation and developing strategic and organizational frameworks in support of those initiatives.
- Support the achievement of our Strategic Plan objectives while also supervising day-to-day implementation of the department's functions.
- Collaborate internally teams and external stakeholders.
- Manage how Katimavik manifests Truth & Reconciliation in its programs.
- Support organizational goals by recommending policies and practices that enhance program and organizational effectiveness and efficiencies.



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YOU ARE

- A Leader in conceiving ideas, you enjoy managing projects.
- Are you someone who likes to re-imagine, visualize, and manifest a better way of doing things?
- Someone who imagines, visualizes and enjoys putting in place better processes.
- Good at solving problems.
- Someone who enjoys Challenges.
- Work Diversity stimulates you.
- Someone who identifies as being Indigenous, is an asset.

YOU HAVE

- Expertise in the areas of Truth & Reconciliation
- Demonstrated experience leading and managing staff and youth with manifesting Truth & Reconciliation, funding proposals, leading committee work, analytics/data collection.
- Demonstrated ability to follow priorities, identify issues and respond with solutions.
- Ability to work in a diverse and fluid working environment, recognizing that different opinions and backgrounds can bring strength to the tasks at hand.
- Fluent in both Official Languages and/or Indigenous languages considered a great asset
- Exceptional communication skills with the ability to effectively engage, collaborate, and build partnerships and trust with key internal and external stakeholders.
- Excellent analytical and problem-solving skills, with strong attention to detail
- Experience working in related roles is an asset.
- Not-for profit related experience considered an asset.
- Comfort with CRMs (Salesforce)
- Familiar with Microsoft 365 suite of applications

Katimavik is an Equal Opportunity Employer committed to the principles of equity and inclusive employment opportunities. Candidates from equity-seeking communities including but not limited to Indigenous communities, communities of colour, and newcomer communities will be seriously considered and are encouraged to self-identify in a cover letter.



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SOME OF OUR BENEFITS

- 15 days per year personal sick time (non transferable from year to year)
- 20 vacation days per year
- Paid time off during the end of year office closer (Dec 25th to Jan 1st)
- All staff receive paid days off for provincial stat days in which any staff member lives (ex: St-Jean is for all staff not only employees based in Qc)
- Health Spending Account
- Healthcare plan
- Long term disability insurance
- Company smartphone

Not sure if you meet all requirements?

If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

HOW TO APPLY

Send your cover letter and resume to jobs@katimavik.org. We appreciate all those who apply but will be contacting only those who are moving forward in the selection process.

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