



Katimavik

we are hiring

POSITION Participant Recruitment Officer

TERM Permanent. 35-hour work week.

SALARY \$45,000 to \$55,000 annually.

LOCATION Head Office, Montréal, QC

This role reports to the Manager, External Relations & Business Development. As the Participant Recruitment Officer, you will be responsible for planning, managing, and executing Katimavik's participant recruitment efforts. Your position supervises all Participant Recruitment Assistants, and you will engage with under-represented communities to ensure all suitable candidates become Participants. Your role will involve coordinating with different departments to ensure strategies align with Katimavik's organizational goals and image.

Love working as a team and maintaining an organized environment? Enjoy collaborating with a variety of people? Join our team today!

WHO WE ARE

Check out our website - <https://katimavik.org/en/>

WHY JOIN OUR TEAM?

- Be part of a national organization that helps shape and develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.
- Evolve in a dynamic and collaborative environment focused on constant enhancement, fostering understanding, respect, and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions, and the environment



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WHAT YOU'LL DO

- Cultivate and sustain a network of community resources to source and recruit Participants, such as cultural community centers, school counselors and boards, and larger networks.
- Ensure the efficient use and maintenance of the CRM system, specifically Salesforce, to centralize all Participant recruitment department information.
- Create and manage quarterly reports.
- Oversee the screening, onboarding, and preparation of candidates for participation in programs, conducted by the Participant Recruitment Assistants.
- Conduct continuous research and implement adjustments to optimize the Participant recruitment selection process and procedures, ensuring alignment with organizational goals.
- Oversee Participant recruitment budget allocations in collaboration with the Manager, External Relations & Business Development for expenditure approval.
- Coordinate the recruitment event calendar and supervise all recruitment efforts.
- Represent Katimavik Programs at conferences, job fairs, and youth events, and coordinate Alumni for representation at these events.
- Develop innovative Participant recruitment strategies.
- Working closely with Program Managers, evaluate and shape each cohort to align with Katimavik's specific objectives.

YOU HAVE

- Fluency in English and French (mandatory).
- Bachelor's degree in a related field (e.g., Social Work, Public Relations, Youth Development) or equivalent experience (preferred).
- Minimum 2-3 years of experience in participant recruitment or a related field.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Experience with Salesforce or similar CRM software (required).
- Experience with online recruitment platforms and social media for sourcing candidates (preferred).
- Experience working with diverse communities, including Indigenous populations (strong asset).
- Indigenous, Métis, and/or Inuit language knowledge (asset).

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 people, people belonging to a visible minority group, and 2SLGBTQIA+ people will be seriously considered and are encouraged to self-identify in a cover letter.



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YOU ARE

- Proficient in candidate sourcing, screening, and selection processes.
- Genuinely interested in community engagement and excel at building connections with various demographics.
- Capable of delivering presentations that effectively capture audience interest.
- In possession of excellent written communication skills.
- Some who utilizes data to optimize recruitment strategies.
- Highly organized with expertise in CRM systems.
- Capable of guiding and empowering teams to achieve objectives.
- Able to work effectively both independently and as part of a team.
- Willing to travel to recruitment events as required.

SOME OF OUR BENEFITS

- 15 days per year personal sick time (non transferable from year to year)
- 15 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: Louis Riel Day is for all staff not only employees based in Manitoba)
- Health Spending Account
- Healthcare plan that includes long term disability insurance

HOW TO APPLY

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

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