



FULL CIRCLE FOR INDIGENOUS EDUCATION

Job Posting Part-Time Project Assistant Full Circle for Indigenous Education

Position Description:

This position is responsible for overseeing the management and administration of February-June 2021 Full Circle projects and activities. These will largely focus on the development of Indigenous focused online and video content for educators, and some administrative tasks. Duties may include, but are not limited to; communicating to key parties, outreach to education stakeholders, overseeing administration with close contact with Full Circle's Co-chairs and Working Group, developing and posting social media content, and other duties as required. This is a work from home position with flexible hours.

This is a contract position that will start immediately and will end on June 30, 2021, with the option to renew if both parties agree. Remuneration will be \$25.00/hour up to \$1000 per month.

Position Qualifications:

- Knowledge and experience in traditional Indigenous ways of knowing and being, especially in an educational context will be an asset.
- Background in communications and/or project management will be an asset
- Strong written and oral communication skills.
- Proficient computer skills including word processing, Excel, Zoom, and managing online social media platforms.
- Ability to work well with others, as well as take direction and initiative.
- Solid organizational skills, including planning, delegating, communication, and task facilitation.

Duties and Responsibilities:

- Assisting and supporting Full Circle's Council and Working Group to deliver project goal outcomes.
- Maintaining project schedule and deadlines.
- Preparing project update presentations for Full Circle's Council and Working Group.
- Take direction as well as collaborate with Full Circle's Project Working Group.
- Manage social media postings and accounts; including creating the content to be shared.
- Proofreading and editing all published content.
- Liaising with multiple project stakeholders
- Manage all meetings including sending out Zoom links, reminders, minutes, etc.
- Some office administrative duties
- Be able to work successfully within the COVID-19 restrictions and guidelines.

Interested applicants are invited to send a cover letter and resume to contact@fullcircleindigenous.ca by Monday, February 8, 2021. This posting will remain open until a successful candidate is secured.