



2-SPIRITED PEOPLE OF THE 1st NATIONS

PERMANENT FULL TIME EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for two-spirit, including First Nations, Métis and Inuit people living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent two-spirit community in Toronto where HIV infections are rare and two-spirit people live with pride in their Indigenous heritage.

Coordinator of Volunteer Services & Development

Essential Duties and Responsibilities:

- Designing an effective and exciting volunteer program.
- Developing and implementing activities which would heighten community awareness of the need for volunteers and members, and/or to increase community interest in volunteering or joining the organization.
- Developing and maintaining links with the community for the purposes of promoting 2-Spirited People of the 1st Nations and its programs, encouraging greater volunteer participation.
- Recommending to the Executive Director the most effective utilization of volunteers and coordinating their activities.
- Screening and interviewing volunteer applicants, conducting orientation of new volunteers, and implementing or ensuring the implementation of orientation and training programs for volunteers.
- Undertaking annual and probationary evaluation of volunteers.
- Accurately match volunteer skills and interests with the tasks assigned.
- Ensuring that volunteers are allowed to participate in meaningful activities.
- Maintaining complete and accurate lists of 2-Spirited People of the 1st Nations' volunteers and updating as needed.
- Meet all reporting requirements including Ontario AIDS Bureau OCHART.
- Participating within the community through attendance at functions, public speaking, etc. to broaden community awareness of the organization and increase its support.
- Lead agencies Harm Reduction program.
- Other duties as required.

Qualifications:

- Post-secondary education or equivalent work experience in volunteer services and development required.
- Comprehensive understanding of Two-Spirit traditions and issues.

- Comprehensive understanding of HIV/AIDS, particularly as they pertain to the Aboriginal community.
- Experience with program assessment planning, development, implementation and evaluation.
- Experience with the development and implementation of program policies and procedures.
- Ability to participate on various internal and external committees on behalf of 2-Spirits with the Aboriginal and non-Aboriginal community.
- Knowledge of Aboriginal history, cultures and traditions.
- Ability to speak an Aboriginal language would be an asset.
- Excellent communication skills.
- Experience working with or recruitment and selection of volunteers and students.
- Ability to speak an Aboriginal language and a Valid Ontario Driver's License (G Class) will be considered an asset.

It is important for the person in this role to understand the importance of reclaiming of Two-spirit health in conjunction with language, culture, traditions and identity within the immediate and broader two-spirit and HIV/AIDS community. Excellent knowledge of Aboriginal history, cultures and traditions is required. The salary for this role is \$45,000 per year. Please send your resume and cover letter to: director@2spirits.org with the Header "Competition Volunteer NOV 2018"

Closing Date: Friday, November 16, 2018 at 6:00pm

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.**

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.