



## Sovereign Seeds

Community Education Coordinator

Sovereign Seeds is looking for a **Community Education Coordinator** to oversee and collaboratively respond to community seed and agricultural education partnership requests. This is an opportunity to be part of a growing Indigenous-led team dedicated to the revitalization of Indigenous food systems and food cultures through decolonial analyses and justice-driven values. The **Community Education Coordinator** reports to the **Executive Director**.

### Context

Sovereign Seeds works to revitalize Indigenous seed and food sovereignty in what is colonially known as Canada. We facilitate meaningful opportunities for Indigenous people to restore their food relationships through education, community-led research, leadership amplification, and gatherings. Sovereign Seeds strives to strengthen Indigenous communities' climate change food resiliency by supporting existing and emerging Indigenous food leaders and learners. We are passionate about nurturing the vitality of our ancestrally-guided food responsibilities for the health of our people and the territories we depend on.

Sovereign Seeds is in a time of significant transition and change. As we shift from being a program within an organization to building a more autonomous organization with a fiscal sponsor, we are in the process of developing and improving our own workplace policies, processes, and practices. This includes reviewing union agreements, identifying team protocols and ways of working with one another and with communities, and establishing new administrative systems of working internally and with our fiscal sponsor, among other changes. We are undertaking this work with external support. As our team, network, and activities expand to respond to community requests, we anticipate undergoing ongoing growth and change. We are looking for a candidate who is flexible and adaptable through transition.

For more information about our organization, visit our website at [www.sovereignseeds.org](http://www.sovereignseeds.org).

### Conditions of employment

This is a full-time, salaried, permanent, remote and virtual online work-from-home position. Strong preference will be given to Indigenous candidates. Candidates must have the legal right to work in Canada. Access to reliable internet service required. Some limited support is available for those who face barriers to accessing the services required for remote and virtual online work-from-home, and Sovereign Seeds is committed to assisting employees in accessing these services as much as possible.

### Benefits available for this position

- Extended health, pharmaceutical, and dental coverage
- Life and disability insurance
- Defined contribution pension plan
- Parental leave
- 4 day (8 hours with an hour for lunch) work week with full time pay and benefits

- 1 work week of paid leave available to employees for spiritual, religious, and/or ceremonial purposes (in addition to vacation leave and sick leave)
- 1 work week of paid leave available to employees for cultural purposes (in addition to vacation leave and sick leave)
- Organizational paid leave on National Indigenous Peoples Day (June 21)
- Organizational paid leave on Orange Shirt Day/National Day for Truth and Reconciliation (September 30)
- Organizational paid leave on National Day of Awareness of Missing and Murdered Indigenous Women, Girls, Two-Spirit, and Gender-Diverse Relatives (May 5)
- Organizational paid leave on spring, summer, fall, and winter equinox/solstice days (dates vary annually, and summer solstice may coincide with National Indigenous Peoples Day)
- Flexibility regarding working hours (in particular in light of COVID-19 constraints)
- Flexibility regarding location within so-called Canada
- Salary for this unionized position is \$63,000.00

### Experience we are seeking

The table below indicates the mandate of the Community Education Coordinator and the experience we have identified as important in order to be successful in the job. Qualifications listed as assets are not essential requirements. We understand that candidates may not have all the experience/qualifications listed below. **If you possess approximately 80 percent of the essential experience/qualifications, we encourage you to apply.** Fluency in English is essential. Proficiency in an Indigenous language is an asset but is not required. Proficiency in French is an asset but is not required. Experience operationalizing high awareness of anti-racism and anti-oppression principles and practices is essential to this role.

| Mandate of the Community Education Coordinator  | Experience/Qualifications  |
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| <p><b>Conduct communications and manage education request inquiries</b></p> <ul style="list-style-type: none"> <li>● Respond to education inquiries while upholding Sovereign Seeds' community relationship principles.</li> <li>● Communicate logistics for trainings, workshops, and gatherings.</li> <li>● Track education inquiries and partnerships, and develop and maintain an education partnership timeline.</li> <li>● Conduct ongoing online communications with education partnership participants and community contacts.</li> </ul> | <p>Oral and written fluency in English.</p> <p>Strong communications and interpersonal skills. Experience applying Indigenous relational ethics in engaging with Indigenous Knowledge Holders, leaders, and community members.</p> <p>Strong organizational and task management skills. Experience managing and triaging fluctuating volumes of communications.</p> <p>Experience managing and/or navigating complex community relationships and expectations in an employment context.</p> <p>Lived experience as an Indigenous person is an asset.</p> |
| <p><b>Collaboratively develop education curricula</b></p> <ul style="list-style-type: none"> <li>● Collaborate with the Executive Director to plan and develop core Indigenous seed stewardship curricula</li> </ul>  | <p>Experience with curriculum development and/or with developing and delivering instructive content in an</p>  |

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| <p>(and subsequent adaptations for partners' learning needs) that fulfil intended program objectives and principles.</p> <ul style="list-style-type: none"> <li>• Collaborate with the Executive Director to conduct assessment and visioning conversations with community members to inform tailored curriculum development.</li> <li>• Participate in collaboration and sharing sessions with the 2S Seed School Coordinator to mutually develop and improve respective curricula and projects.</li> <li>• Organize and manage project curricula data.</li> <li>• Collaborate with relevant staff and partners to develop and publish learning resources.</li> <li>• Engage and coordinate with Knowledge Holders as required.</li> </ul>   | <p>educational format (workshops, training, presentations).</p> <p>Experience conducting literature reviews and synthesizing research from a variety of sources (oral/audio, books, popular sources, academic publications, etc).</p> <p>Experience researching, writing, teaching, or facilitating through Indigenous pedagogies and frameworks and applying decolonial and anti-oppressive analyses.</p> <p>Experience applying Indigenous research ethics and relational ethics in engaging with Knowledge Holders, writers/scholars, content creators, and/or community leaders.</p> <p>Experience in one or more of the following: Indigenous food sovereignty, Indigenous food practices/skills, and/or agroecology.</p> <p>Experience executing work both collaboratively and independently while ensuring colleagues are informed and able to contribute as needed.</p> <p>Strong online data organization skills.</p> <p>Experience in Indigenous knowledge revitalization programming is an asset.</p> |
| <p><b>Organize and assist with education delivery in online formats and with in-person education delivery</b></p> <ul style="list-style-type: none"> <li>• Coordinate logistics for trainings, workshops, and gatherings. Organize and oversee aspects of the event such as participants' travel, training site requirements, learning materials and supplies, and accessibility needs.</li> <li>• Conduct administrative tasks associated with online learning, such as coordinating dates and registration, supporting accessibility needs, disseminating and uploading materials online, monitoring and assisting with running call or streaming platforms, and taking minutes.</li> <li>• Conduct administrative tasks associated with in-person training delivery, such as coordinating dates and registration, preparing and disseminating materials, and documenting events.</li> <li>• Plan and coordinate student learning materials for mail delivery if required.</li> <li>• Assist the Executive Director and/or other collaborative partners in delivering educational training.</li> <li>• Manage online classroom spaces, including facilitating and monitoring discussions, uploading assigned</li> </ul> | <p>Experience managing and triaging multiple types of tasks on different timelines.</p> <p>Experience conducting office administration tasks.</p> <p>Strong understanding of issues impacting Indigenous learners (including disability justice, gender justice, and resource justice analyses) and experience operationalizing this awareness for care-centered student experiences.</p> <p>Solid computer skills including competency in the GSuite environment and video conferencing (Zoom).</p> <p>Ability to conduct self-directed learning and competency-building on online communication platforms and tools.</p>   |

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| <p>materials, creating polls, responding to questions, and conducting trouble-shooting.</p> <ul style="list-style-type: none"> <li>Communicate with the Executive Director about participants' challenges and questions that arise in a timely manner. Collaborate where required to problem solve and address challenges and questions.</li> </ul>  | <p>Experience in moderating, facilitating, or delivering instructive content in an educational format (workshops, training, presentations) is an asset.</p> <p>Event planning and/or event delivery experience is an asset.</p>  |
| <p><b>Project reporting and fundraising</b></p> <ul style="list-style-type: none"> <li>Execute financial reporting timelines and requirements.</li> <li>Conduct and track expenses in accordance with program funders' requirements and Sovereign Seeds' procedures. Collaborate and communicate with the Director of Fundraising and Finance to ensure financial reporting compliance.</li> <li>Manage the program budget and regularly communicate with the Director of Finance and Fundraising and the Executive Director about program budget progress. Inform Executive Director of reporting progress and status. Collaborate with and engage in problem solving with Executive Director, Director of Finance and Fundraising, and (where required) program funders about any challenges to funding relationships and/or to reporting timelines.</li> <li>Document student themes and education delivery learning in alignment with and in fulfilment of program evaluation plan. Execute qualitative reporting while upholding cultural boundaries and Indigenous ethics and values of accountability and consent.</li> <li>Participate in program-related fundraising efforts, such as through collaborative proposal writing and donor engagement.</li> <li>Uphold Sovereign Seeds' donor relations values and principles, prioritizing ethics and integrity for the community members we work with and for.</li> <li>Navigate colonial funding systems, and the complexity and incongruence of Indigenous sovereignty and capitalist settler systems of wealth, while maintaining project and personal integrity.</li> </ul> | <p>Strong experience managing budgets and tracking expenses.</p> <p>Experience in project monitoring and evaluation.</p> <p>Experience applying Indigenous research ethics and relational ethics in project documentation, evaluation, storytelling, and reporting.</p> <p>Experience in managing and meeting funding deadlines.</p> <p>Solid computer skills including competency in Google Sheets and Excel.</p> <p>Experience in a non-profit work environment is an asset.</p> <p>Experience navigating complex funder relationships while upholding justice-driven values is an asset.</p> <p>Experience managing and/or working within complex governmental granting requirements is an asset.</p> |
| <p><b>Participate in Core Sovereign Seeds' Organizational Development and Team Work</b></p> <ul style="list-style-type: none"> <li>Attend team-wide meetings.</li> <li>Work with team members to troubleshoot emerging issues around team-wide processes and practices.</li> <li>Ethically engage with community members and partners as required.</li> <li>Contribute to team culture and healthy workplace practices.</li> <li>Commitment to ongoing anti-racism and anti-oppression (un)learning.</li> <li>Participate in program-related fundraising efforts, such as through collaborative proposal writing and donor engagement.</li> <li>Support the development of relationships and processes with the fiscal sponsor that relate to the role, including but not limited to funder reporting, donor engagement, and logistics.</li> </ul>   | <p>Experience operationalizing high awareness of anti-racism and anti-oppression principles and practices, including disability justice and gender justice.</p> <p>Willingness and aptitude to work in an evolving and shifting context of a new and growing organization.</p> <p>Willingness to learn existing or new office software and communication, collaboration, and task-management applications.</p> <p>Lived experience as an Indigenous person is an asset.</p>  |

## **Sovereign Seeds' ways of working**

All of Sovereign Seeds' staff work from home. Within our financial constraints, Sovereign Seeds will provide resources to set up an adequate work space. Although our team works remotely, we are committed to disability justice and to operating with an anti-ableist approach to employees' experiences and access needs to operate in their roles. Sovereign Seeds acknowledges that the pandemic has disrupted work and personal lives and is impacting people in different ways, and we will work to support the Community Education Coordinator to undertake their work in this context.

Sovereign Seeds' is in a fiscal sponsor partnership with SeedChange. While Sovereign Seeds is an autonomously-governed organization, the Community Education Coordinator is a staff of SeedChange, and interaction and collaboration with SeedChange may be part of this role.

## **Application instructions**

To apply: email [info@sovereignseeds.org](mailto:info@sovereignseeds.org) and specify **Community Education Coordinator** in the subject of the email. Please include your CV as well as a cover letter referencing your motivation to apply for this role, reflections on your relevant experience and skills, and any other information you would like to share. We are committed to supporting accessibility needs in the application process. If there are accommodations you require in the application process, please contact [info@sovereignseeds.org](mailto:info@sovereignseeds.org), specifying **Accessibility: Community Education Coordinator** in the subject of the email. Beyond accessibility needs, we are unable to accept general questions or inquiries about the position or recruitment.

**Deadline for receiving applications is Sunday, October 17 at 11:59pm EST.** Interviews of short-listed candidates are anticipated to be held **between November 1st and 22nd.** We appreciate understanding that **only candidates short-listed for the position will be contacted.**

Sovereign Seeds works in an ongoing way to redesign and rethink our recruitment process to be more inclusive and accessible. The format of this job advertisement is part of this process. We welcome any feedback about your experience engaging this application regardless of whether or not you completed the application. The decision to give or not give feedback will not affect your application.

Thank you for your interest in joining Sovereign Seeds!