



Sovereign Seeds

2S Seed School Coordinator

Sovereign Seeds is looking for a **2S Seed School Coordinator** to co-develop and deliver a 12 month seed keeping school project for a cohort of Indigenous 2SLGBTQQIAP+ students. 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 **2S Seed School 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.

Conditions of employment

This is a full time 21 month contractual position from January 2021 to October 2023. There is currently no funding to maintain the position beyond the project timeline. If the program were to be extended, or new work was developed, the Coordinator would be eligible to apply and their rights as a union member would apply to the selection process. This position is salaried, remote, and virtual online work-from-home position with occasional travel (pending pandemic guidelines). Strong preference will be given to Indigenous candidates of 2SLGBTQQIAP+ identities. 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 2S Seed School 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, including gender justice and disability justice, is essential to this role.

Mandate of the 2S Seed School Coordinator	Experience/Qualifications
Collaboratively develop school curriculum <ul style="list-style-type: none"> • Collaborate with the Executive Director to plan, develop, and (as needed) revise an online Indigenous seed stewardship curriculum that fulfils intended project objectives and principles. • Participate in collaboration and sharing sessions with the Community Education Coordinator to mutually develop and improve respective curricula. • Organize and manage project curriculum data. • Engage and coordinate with Knowledge Holders as required. 	<p>Oral and written fluency in English.</p> <p>Experience with curriculum development and/or with developing and delivering instructive content in an 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</p>

	<p>Holders, writers/scholars, content creators, and/or community leaders.</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>Ability to conduct self-directed learning and competency-building on online platforms and programs.</p> <p>Experience in Indigenous food sovereignty efforts, cultural revitalization efforts, and/or Indigenous land-based knowledge efforts.</p> <p>Experience in Indigenous knowledge revitalization programming is an asset.</p> <p>Experience with online learning models and platforms is an asset.</p> <p>Experience with moderating in-person or online spaces is an asset.</p>
<p>Coordinate cohort recruitment and onboarding. Conduct school communications and manage online classroom space.</p> <ul style="list-style-type: none"> • Plan and conduct student recruitment and registration. • Plan and execute student onboarding requirements. • Coordinate monthly and ad hoc class calls. • Manage the online classroom space, including facilitating and monitoring discussions, uploading assigned materials, creating polls, responding to questions, and conducting trouble-shooting. • Conduct ongoing online communications with students (email and online classroom space). • Communicate with the Executive Director about students' challenges and questions that arise in a timely manner. Collaborate where required to problem solve and address challenges and questions. • Engage and coordinate with Knowledge Holders as required. 	<p>Strong communication and interpersonal skills.</p> <p>Experience managing and triaging fluctuating volumes of communications.</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>Experience applying anti-oppressive gender justice and disability justice frameworks and conducting and/or facilitating 2SLGBTQQIAP+ affirming and accessibility-centered interactions and spaces.</p> <p>Experience applying Indigenous relational ethics in engaging with Knowledge Holders, writers/scholars, content creators, and/or community leaders.</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> <p>Experience with event or course recruitment and/or registration is an asset.</p>

	Lived experience as an Indigenous 2SLGBTQQIAP+ person is an asset.
Assist with module delivery and plan and coordinate in-person training event <ul style="list-style-type: none"> Plan and coordinate student module materials for mail delivery. Conduct administrative tasks associated with the monthly online class lectures, such as disseminating and uploading materials online, monitoring and assisting with running the call platform, and taking minutes. Coordinate an in-person multi-day training session (pending pandemic safety and regulations). Organize and oversee aspects of the event such as participants' travel, training site requirements, learning materials and supplies, and accessibility needs. Conduct communications with training collaborators and community contacts. 	<p>Strong organizational and task management skills. 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.or care-centered student experiences.</p> <p>Event planning and/or event delivery experience is an asset.</p> <p>Lived experience as an Indigenous person is an asset.</p>
Project reporting and fundraising <ul style="list-style-type: none"> Liaise with the project funder. Execute financial reporting milestones, timelines, and requirements. 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. Manage the program budget and regularly communicate with the Director of Finance and Fundraising and the Executive Director about program budget progress. Collaborate with and engage in problem solving with Executive Director, Director of Finance and Fundraising, and (where required) program funders about any challenges to the funding relationship and/or to reporting timelines. 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. Participate in occasional program-related fundraising efforts, such as through collaborative proposal writing and donor engagement. Uphold Sovereign Seeds' donor relations values and principles, prioritizing ethics and integrity for the community members we work with and for. Navigate colonial funding systems, and the complexity and incongruence of Indigenous sovereignty and capitalist settler systems of 	<p>Strong experience managing budgets and tracking expenses.</p> <p>Experience in project monitoring and evaluation.</p> <p>Experience engaging with funders.</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>

wealth, while maintaining project and personal integrity.	
Participate in Core Sovereign Seeds' Organizational Development and Team Work <ul style="list-style-type: none"> • Attend team-wide meetings. • Work with team members to troubleshoot emerging issues around team-wide processes and practices. • Ethically engage with community members and partners as required. • Contribute to team culture and healthy workplace practices. • Commitment to ongoing anti-racism and anti-oppression (un)learning. • Participate in program-related fundraising efforts, such as through collaborative proposal writing and donor engagement. • 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. 	<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 2S Seed School 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 2S Seed School 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 and specify **2S Seed School 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, specifying **Accessibility: 2S Seed School 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!