



**Fondation
Rideau Hall
Foundation**

Coordinator, Programs and Partnerships (ITE) - Permanent Full-Time Position

Igniting our Shared Potential

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization that serves to shine a light on Canadian excellence, and to create the conditions for more Canadians to succeed and to thrive.

RHF is a catalytic platform to connect people, causes and organizations which – while they will exist for differing purposes – share a common belief in and commitment to the potential of Canada.

With partners across all sectors, the RHF works to build a better Canada through a range of initiatives linked to learning, leadership, giving and innovation. Grounded in values of equality and access to opportunity, our initiatives are national and create positive impact in every province and territory.

As a key member of the Indigenous Teacher Education Initiative Team, the Coordinator, Programs and Partnerships (ITE) is responsible for the coordination of initiatives for multiple portfolios and thematic areas. Playing an integral role in the work of RHF, the role will contribute to the teamwork and culture of the organization, will provide positive and effective coordination of initiatives, and will create positive national impact through RHF's programmatic work.

For more information on RHF, please visit: <https://www.rhf-frh.ca/>.

RESPONSIBILITIES

- Coordination, implementation and tracking of activities required for the smooth running of multiple initiatives.
- Support of grant making infrastructure including development of plans and communication materials in collaboration with relevant RHF department.
- In-person and virtual event, conference and symposium facilitation– including staff and stakeholder travel, procurement, logistics, communications, post-event follow-up, and coordination with partners.
- Lead in organizing RHF information booths at engagement events, ensure that up-to-date and relevant materials are available in multiple formats including print, online and pdf.
- Development of community engagement tools for stakeholder communities.
- Work collaboratively with RHF staff to ensure that materials, minutes and reports are shared in a timely manner with their Manager, RHF team members and relevant stakeholders.
- Work planning and implementation, effective network management and communication with stakeholders - providing them with relevant information, material and opportunities shared by RHF.
- Research and report writing in support of RHF initiatives and departments.
- Carry out other duties as appropriate and as assigned by their manager.

QUALIFICATIONS AND COMPETENCIES

- A post-secondary degree or diploma or a combination of relevant training, education and experience.
- Demonstrated experience in administration, project and event management.
- Experience with and/or knowledge of Indigenous cultures, languages and histories within Canada.
- Understanding of the Truth and Reconciliation Report (TRC), the National Inquiry into Missing and Murdered Indigenous Women and Girls (NIMMIWG), and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Strong written and verbal communication skills; ability to work effectively in both official languages an asset, knowledge of Indigenous languages an asset.
- Experience using grant-related CRMs; specific experience with Salesforce an asset.
- Related work experience in the non-profit or charitable sector an asset.

WORKPLACE ENVIRONMENT

- The RHF is a dynamic work environment that values collaboration, creativity and trying new things.
- Flexibility to work select evenings and weekends as required and possible travel across Canada.
- RHF is located in Ottawa, ON. This position may be based in Ottawa (hybrid of work from home and at the office) or outside of Ottawa.

Anticipated Hiring Range: \$58,000 - \$66,500 + home office/equipment support (for more information, please feel free to reach out).

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to Megan Iob (megan@McConnellHRC.com) by November 22, 2023.

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including those who are Indigenous, Black, racialized, LGBTQ2S+, women, persons with disabilities, members of visible minorities and other equity-seeking groups. We seek to build a workforce that reflects the communities we serve.

The Rideau Hall Foundation will provide accommodations upon request during the recruitment, selection and assessment process for candidates with a disability.

We thank all candidates for their interest; however only those selected for an interview will be contacted.