TO APPLY

Email your cover letter and resume as one document titled with your full name using the format: (Last Name, First Name, DATE).

Please clearly state how you meet each of the qualifications in your application.

Address to Hiring Manager:
careers@ulnooweg.ca

We thank you for your interest. Only those applicants selected for an interview will be contacted.

Preference is given to Indigenous Applicants and therefore you are encouraged to self-identify.

DETAILS

Closing Date:
Tuesday September 13, 2022

UEC is seeking a devoted and thoughtful Partnership and Outreach Coordinator to nourish strategic relationships with partners, communities, and individuals.

THE OPPORTUNITY

The Partnership and Outreach Coordinator works collaboratively with internal teams to support, identify, and grow external partnerships aligned with organizational goals. Working as the first point of contact for new relationships, the Partnership and Outreach Coordinator demonstrates initiative by developing partnerships, identifying and engaging internal stakeholders involved with proposed projects and other relevant parties. As the Partnership and Outreach Coordinator you will initiate and manage new professional and special partnerships and maintain existing relationships to help reach strategic goals for UEC. You will employ a decolonizing approach in all of your interactions taking the opportunity to enact truth and reconciliation along the way.

The Partnership and Outreach Coordinator will:

• Promote the development and growth of the partnership portfolio.
• Build and maintain the organization's profile with both internal and external contacts.
• Identify and mitigate risk to strategic partnerships.
• Develop and implement a strategy to maximize strategic partnership development opportunities aligned with projected growth and upcoming deliverables.
• Identifying prospects and referrals from networks.
• Refer partners as appropriate.
• Build and maintain awareness of local socio-economic conditions and personal nuances of the Indigenous communities that we serve.
• Champion an inclusive, accessible, and on key environment.
The Opportunity

Partnership and Outreach Coordinator

Ulnooweg is looking for you!

QUALIFICATIONS

• A Bachelor’s Degree in a relevant discipline.
• A minimum of 3 years related work experience with Indigenous communities, organizations, and initiatives and relationship development.
• Superior communication (verbal & written) and social skills with demonstrated ability to interpret social cues and navigate difficult conversations.
• Knowledge and awareness of Indigenous culture(s), local ecosystem of Indigenous organizations, and experiences of Indigenous youth.
• Interpersonal, interviewing, problem-solving, networking and relationship building skills.
• Facilitation skills and demonstrated experience working with and presenting and communicating to a variety of audiences including senior executives.
• Proficiency in MS Office suite, ideation, proposal writing, and social media engagement