

Northern Journalism Training Initiative

Project Coordinator



Position Overview

The core function of this position is to support the delivery of Northern Journalism Training Initiative (NJTI)'s training programs in-person in NT communities. The Project Coordinator of NJTI will also support communications and the development of partnerships. This position will include travel, a flexible workplace schedule, and time in NT communities. The incumbent will work closely with the Project Director and our two Trainers.

Anticipated Start Date: Nov. 1, 2024

Location: This position requires being in-person full-time for up to 6 weeks in an NT community during annual training delivery. Work completed leading up to and after the training can be completed remotely.

Hours of Work & Compensation: Opportunity to work either part time or full time. If you are applying for part-time, please note this in your cover letter and that we expect full-time, in-person participation during our training.

Part time \$35,000 - \$ 40,000 – 20 hours/week + comprehensive benefits
Full time \$68,000 - \$73,000 – 37.5 hours/week + comprehensive benefits

The 2025 training will be delivered in March/April but are to be finalized upon hiring of both trainers.

Term: This position ends on April 30, 2025 with opportunity to extend.

About Northern Journalism Training Initiative

NJTI provides journalism training opportunities to Indigenous and northern people. NJTI exists to amplify the voices of the North and prepare Indigenous and northern participants for futures engaging in media and communication, and to provide media training that genuinely represents Indigenous and northern perspectives.

NJTI is a project on MakeWay's shared platform, which supports on-the-ground efforts to create uncommon solutions for the common good. MakeWay is a national Canadian charity dedicated to a healthy environment, social equity, and economic prosperity. MakeWay's shared platform provides governance, human resources, financial, and grant management for leading environmental and social projects across Canada, enabling projects to achieve greater impact. MakeWay has full fiduciary and governance responsibility for NJTI.

Through journalism and communications, we are working towards a new normal where Indigenous and northern people play leading roles in telling their own compelling stories, holding leaders to account, and growing wider awareness of the unique and important place of northerners in the world. We are guided by our values:

- **Reconciliation:** Reconciliation is at the heart of why NJTI exists. We believe that by working together as Indigenous and non-Indigenous people from an authentic place, we are modelling reconciliation and helping to decolonize our own work, our profession and its institutions.
- **Northern-Made and Journalist-Led:** We value and prioritize northern knowledge and wisdom in everything we do. We are working professionals who love our craft, but also recognize that journalism and the media industry must change to survive.
- **Integrity:** We strive to be honest and accountable to each other, to the land, and to the public.

- Open-Minded: We engage in our work with respect, humility and a desire to learn from each other, from experts in our field, and from the Indigenous and northern Peoples and communities we serve.
- Love: We choose to embed and model a loving intention and approach in everything we do. This includes meeting people where they are at and creating positive and welcoming spaces.

Key Responsibilities

Programming/Community Outreach:

- Liaise and build strong relationships with local community contacts
- Under the direction of Project Director coordinate travel, accommodations and other logistics for delivering NJTI's training program
- Travel to communities to support trainers in delivering programming, including but not limited to: setting up training space, coordinating catering, taking notes, making coffee, etc.
- Planning the end-of-training showcase and community celebration
- Attend and support the coordination of other NJTI public meetings and events

Communications:

- Assist in the creation of written and visual social media content for NJTI
- Weekly meetings with Project Director
- Communicate with Steering Committee to coordinate meeting times, meeting agendas and minutes under the direction of the Project Director

Human Resources:

- Gain familiarity with MakeWay human resources guidelines, policies and practices
- Participate in mandatory and paid training and evaluation
- Submit a biweekly timesheet with hours/details of work

Financial:

- Track expenses and perform basic reconciliations

Office duties and responsibilities:

- Attend Steering Committee meetings as a notetaker
- Contribute to daily office operations such as answering the phone, photocopying, and responding to public inquiries, etc.

Education and Experience Required

- Completion of post-secondary schooling OR 5+ years of demonstrated experience in journalism or media, education, training delivery, program coordinating or a related field
- Demonstrated ability to facilitate accessible and engaging workshops/programming is considered an asset
- Demonstrated understanding of working with northern Indigenous communities, including in Indigenous and community engaged approaches to education and programming
- Commitment to a decolonial and trauma-informed workplace
- Familiarity of NJTI and its work in the NT

Skills Required

- Strong verbal and written communication skills

- Experience with communication tools (Google Workspace, Canva, Wix, etc.) and social media platforms is an asset
- Demonstrated organizational skills with ability to time manage and prioritize work requirements
- Demonstrated ability to interact respectfully and non-judgmentally with everyone
- Valid Driver's License
- Standard First Aid & CPR

In addition, the incumbent should be:

- Self-motivated, self-directed and able to take initiative with minimal supervision
- Open-minded and non-judgmental with a willingness to learn
- Interested in journalism and/or communications
- Strongly interested in working with community members and storytellers

Additional Details

Direction/Decision Making:

The incumbent reports directly to the Project Director, who is responsible for ensuring the quality of NJTI training and who is responsible for establishing general objectives and expectations for the position and managing performance through regular check-ins and evaluations with the Steering Committee.

The incumbent is expected to meet the responsibilities of the position by following established practices and procedures, and is expected to consult with the appropriate personnel when instructions or information provided is unclear. The employee is expected to establish priorities and schedules to ensure work commitments are met.

Impact and Accountability:

The incumbent represents NJTI in the general public. Poor communication skills or delays in responding to inquiries can impact the reputation of NJTI with the public.

Working Conditions

Due to the nature of the role, there are some months that are more intensive than others, such as immediately leading up to and during the cornerstone training program, and may incur overtime hours worked. The incumbent may be expected to work on some evenings or weekends throughout the year will be compensated through flex or lieu time and will be planned with advance notice.

Physical:

Most of the incumbent's time is spent working in an office setting, performing general office duties or networking with current and potential partners. The successful applicant will spend approximately 75 percent of their time performing administrative duties. Regular computer usage should be expected.

NJTI's office is located on the 2nd/3rd floor of a building without an elevator in Yellowknife, NT. Stairs are required to access both the office and our storage in the basement. Occasional heavy lifting of programming equipment and materials up/down stairs. NJTI can accommodate working from home if the office environment is inaccessible.

Travelling with the training team as a support person to the team is part of the position. This involves living in an NT community for 6 weeks. Portions of the training may be on the land, this will always be communicated to staff in advance.

Environmental:

Environmental demands are those typically associated with an office position. Some work time is spent in different settings supporting training delivery.

Environmental demands during training and programming include occasional exposure to the Northern elements during training. Most work time is spent in different settings supporting training delivery. A kitchen is onsite at the training venue.

Sensory Demands

The office environment includes fluorescent lighting and online meetings.

The training environment includes fluorescent lighting in an air controlled room. The incumbent is expected to assist in technical support during trainings, using screens and computers, and engaging in group and individual discussions and activities.

It will also include driving a vehicle in winter conditions.

Confidentiality:

Mandatory confidentiality is a condition of employment of all personnel. Failure to meet this requirement could result in dismissal.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

How to Apply

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your skills and experiences are a good fit for this position.
4. Briefly tell us about your current/most recent job. Why are you looking for a change?

Please send your resume and cover letter with your responses to the above questions to connect@njti.ca by [insert date].

If you have any questions about the role or Northern Journalism Training Initiative, please email connect@njti.ca.

For more information about NJTI and MakeWay, please visit:

***njti.ca
makeway.org/approach/shared-platform***

***As Northern Journalism Training Initiative is on MakeWay's Shared Platform,
the selected candidate will be an employee of MakeWay.***

***MakeWay is strongly committed to creating a diverse workplace
environment and we welcome and encourage applications from the
communities we serve.***

***We are proud to be an equal opportunity employer. MakeWay will provide
accommodation during all steps of the hiring process, upon request, to***

applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please.