

Northern Journalism Training Initiative **Training Instructors (2 positions)**



Position Overview

The core function of this position is to co-deliver Northern Journalism Training Initiative's (NJTI) cornerstone training program alongside a second Trainer (the Training Team) in-person in an NT community annually. The Trainer of NJTI will also engage in curriculum content development activities, participant applications selection, coordinate the matching of participants to work placements and mentors, and become mentors for the program.

Anticipated Start Date: Nov. 1, 2024

Location: This position requires the incumbent to deliver in-person training for up to six weeks in an NT community (changes annually). Work completed leading up to and after the training can be flexible within the NT.

Hours of Work: This position requires a minimum 40 hours per week while delivering training.

Leading up to the training and after the training, the position requires PT work up to a maximum of 25 hours per week.

Compensation: Wage: \$64.00 CDN / hour to a maximum of \$39,360.00 (615 hours).

Term: This position is a 10-month contract beginning on the start date of November 1, 2024 to August 31, 2025.

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:

- Deliver up to 6 weeks of in-person training in an NT community
- Plan and prepare some training materials leading up to the training
- Provide guidance and mentorship to participants during the training and mentorship programs
- Facilitate the matching of participants to work placements
- Participate in monitoring and evaluation activities with participants under the direction of the Project Director

Human Resources:

- Gain familiarity with MakeWay human resources guidelines, policies and practices
- Submit a biweekly timesheet with hours/details of work
- Participate in mandatory and paid training and evaluation
- Participate in participant application selection process
- Attend Steering Committee meetings at regular intervals

Education and Experience Required

- Five years experience in multimedia reporting (writing, videography, photography, and audio production) is required
- Three years experience editing TV, radio/podcast, or digital/print news stories is required
- Experience producing audio and/or TV broadcasting
- 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

- Knowledge of Audacity is required (opportunity for on the job training available)
- Knowledge of using smartphone cameras and audio recording functions for multimedia mobile reporting is required
- Knowledge of using DSLR cameras is required
- Knowledge of Dropbox, Google Drive, Gmail are considered as asset
- Experience in podcast production is an asset
- Valid Driver's License
- Standard First Aid & CPR

In addition, the incumbent should be:

- Strong in self-motivation and be self-directed, taking initiative and can work with minimal supervision
- Be open-minded and non-judgmental with a willingness to learn
- Strong interest 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 Project Director when instructions or information provided is unclear. The incumbent 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 though these will be planned with advance notice.

Physical:

Most of the incumbent's time is spent delivering the in-person, hands-on training program. The successful applicant will spend approximately 70 percent of their time performing programming duties. Regular computer usage should be expected, long periods of standing and walking should be expected during training. Portions of the training may be on the land, this will always be communicated to staff in advance.

NJTI's office is located on the 2nd/3rd floor of a building without an elevator in Yellowknife, NT. The incumbent is not expected to work regularly in the office, however they will be expected to attend meetings and help move heavy equipment up to 50 lbs up and down stairs for programming purposes.

Travelling to deliver the training in-person is part of the job. This involves living in an NT community for up to 6 weeks during the spring season.

Environmental:

Environmental demands include occasional exposure to the Northern elements during training. Most work time is spent delivering the training. A kitchen is onsite at the training venue.

Sensory Demands:

The training environment includes fluorescent lighting in an air controlled room. The incumbent is expected to present 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.