

## 2Spirit Manitoba Inc.

### 2S COMMUNITY & YOUTH ENGAGEMENT NAVIGATOR (CIRNAC)

#### JOB DESCRIPTION



<b>POSITION TITLE:</b>	2S Community & Youth Engagement Navigator (CYEN)
<b>DURATION:</b>	Immediate Start – project ends March 31, 2026
<b>SALARY RANGE:</b>	\$52,000 annually
<b>HOURS:</b>	Full Time, 40 hours per week
<b>TYPE OF HOURS:</b>	8 Hour days between 8AM – 8PM, Monday – Friday, some flexibility to work on evenings and weekends is required
<b>POSTED:</b>	February 14, 2023
<b>APPLICATION DEADLINE:</b>	12:00 PM, March 6, 2023
<b>LOCATION:</b>	301-286 Smith Street, Winnipeg MB, R3C 1K4

#### **WHO WE ARE:**

2Spirit Manitoba Inc. (2SMB) is a not-for-profit organization located in Winnipeg, on Treaty 1 territory, on the lands of the Anishinaabeg, Dene, Dakota, Inineu, Anishinew, and the homeland of the Metis Nation.

2SMB began in 1986 in Winnipeg, when a group of concerned community members came together to support each other and plan community events for our 2Spirit relatives. After many years of small-scale community support, we incorporated as a non-profit organization in March 2006. 2SMB is now a community-driven organization that focusses on helping 2Spirit & Indigenous LGBTQQIA+ (2SIQ) holistically improve their circumstances. We currently do this by providing awareness workshops, advocating to prevent and address systemic violence, hosting community events and ceremonies, collaborating and partnering with other organizations, and consulting with organizations, government, and grassroots initiatives on how best to serve 2SIQ community.

2SMB is currently undergoing some essential shifts in practice, internal capacity building, and organizational focus. This is an exciting time for expansion, growth, and connection!

#### **ABOUT THE POSITION:**

The Community & Youth Engagement Navigator (CYEN) will work within our Infinity Project to connect with community members, and plan and execute events. The Infinity project focuses on grassroots community engagement, partnership building, expanding networks and amplifying community responses to government issued policies, action plans and other legislation. The CYEN will work in collaboration with the Projects Manager, and report directly to the Provincial Manager.

**SUMMARY of TASKS:**

- Recruitment and facilitation of the Youth Advisory Circle
- Aiding the Projects Manager in the delivery of the Infinity Project's work plan
- Manage and engage with 2SMB's membership
- Implementation of the communications and outreach plan
- Plan and implement an annual 2Spirit and Indigenous LGBTQQIA+ gathering with the aid of the Projects Manager
- Plan and implement community consultation events
- Travel as required

**COMMUNICATIONS:**

- Facilitate ongoing, effective communication between 2SMB, partners, ally organizations, and community members
- Create and distribute engagement materials in accordance with the organization's brand
- Manage and monitor the organization's social media presence, with specific attention to creating youth centric social media content
- Take a lead on updating website content as needed
- Assist with presentations on the organization and our projects as needed

**FACILITATION & EVENT PLANNING:**

- Coordinate and recruit for the Youth Advisory Circle volunteers
- Schedule and lead quarterly Zoom meetings with the Youth Advisory Circle
- Facilitate participation for community consultation events
- Engage youth in the planning and implementation of annual gatherings, and the project's delivery
- Plan community consultation events with wrap-around supports and culturally relevant activities
- Work with travel agencies to plan trip itinerary for consultation events as needed
- Working with volunteers

**ADMINISTRATION:**

- Collect participant feedback for evaluation and reporting
- Maintain monthly records and stats on engagement
- Assist the Projects Manager with minor administrative tasks as needed
- Aid the Projects Manager with expense tracking for the project as needed
- Attend meetings with sibling agencies, 2SLGBTQQIA+ agencies, Indigenous organizations, and other community agencies as needed
- Administer paperwork during community engagements as needed

**WHAT WE ARE LOOKING FOR:**

The ideal candidate will be a thoughtful and personable 2Spirit / Indigenous LGBTQIA+ person with a good understanding of gender diversity, and the barriers and needs of the communities we serve. This person will have a passion for social justice and advocacy work, and will uphold the values of the organization. They will also have a grounded understanding of their own needs and limits, which they can communicate as needed to their team.

**QUALIFICATIONS INCLUDE:**

- Minimum of 1 year in event planning experience
- Minimum of 1 year in facilitation experience
- Experience working with 2Spirit/Indigenous LGBTQ+, and gender diverse community members
- Experience working from the lens of trauma informed care, harm reduction, and intersectional feminism
- Experience creating and editing website content (no coding experience required)
- Experience working with, and directing volunteers
- Demonstrated skills in project and activity planning and delivery
- Ability to manage social media and online platforms including Facebook, Instagram, YouTube and Zoom
- Solid administrative abilities, including document creation and improvement, data storage, and organization
- Strong written and oral communication skills, including strong public speaking
- Working knowledge of how to use Microsoft products such as Word, Excel, PowerPoint, Teams, and OneDrive
- Lived experience as a 2Spirit/ Indigenous LGBTQIA+ person is highly favoured
- Experience using Canva, Publisher, and/or InDesign is an asset
- Access to a working vehicle is an asset
- Knowledge of and experience with Indigenous history, cultural teachings, traditional healing, and ceremonies is an asset

**BENEFITS:**

- Inclusive, trauma-informed work culture
- Two weeks of vacation and a paid office closure in December, annually.
- Worker's compensation
- Benefits package with extended healthcare beginning 1 month into work
- COVID conscious work environment
- Hybrid work model, working from home and in-office
- Opportunities for professional development
- Opportunities to participate in Indigenous cultural events and ceremonies

**HOW TO APPLY:**

Please email your resume and cover letter to [jobs@twospiritmaniotba.ca](mailto:jobs@twospiritmaniotba.ca) by 12:00 PM on March 6, 2023. Applications without a cover letter may not be considered.

2Spirit Manitoba Inc is dedicated to equity and inclusion, as well as having a staff that represents the communities we serve. We encourage applicants who identify as 2Spirit/ Indigenous LGBTQIA+, and members of equity-deserving groups to apply and self-declare in their cover letter.

We thank all applicants; however, we will only contact successful applicants.