



RIGHTINGRELATIONS  
*Adult Education for Social Change*

## **Job Posting: Central Hub Coordinator Part Time, Remote in Ontario**

Righting Relations is a National Network who strives to support and build capacity amongst adult educators and community organizers, to provide space and resources for them to connect, reflect on, and organize for heart-led social change.

We are committed to uprooting systems of oppression in all forms, within ourselves, within our networks, and within our society. We strive for balance within our lives, families, communities and nations. We aim to work from a heart-centred place while honouring all our relations. We work to manifest harmony and respect for all life. To learn more about Righting Relations, visit [www.rightingrelations.org](http://www.rightingrelations.org)

### **Position Description**

We are seeking a coordinator to support the Work of The Central Hub, which is made up of members from Ontario and Quebec. The Central Hub Coordinator works to actualize the broader goals and vision of Righting Relations.

The Central Hub Coordinator is responsible for facilitating collaboration among Ontario and Quebec; outreach to new partners and funders; and, maintaining a provincial contact list and relationships. They also ensure the region is in alignment with the overall long term plan. They build relationships with potential funders and partners, and provide oversight of the overall budget and planning/reporting processes under the guidance and direction of the Central Hub Advisory Council.

The Central Hub Coordinator is responsible for ensuring;

- Each Circle (currently Hamilton, Quebec and Toronto) has everything they need to do their work and are accountable to the mandate of Righting Relations
- Facilitation of a collaborative process and container to define a shared vision and strategy for our shared goals in the Central Hub
- The convening and collaborative facilitation of meetings of the Central Hub Advisory Council in the spirit of shared leadership
- Focus and direction for the Central Hub Advisory Committee meetings (Quarterly / as needed) to ensure we are collectively staying on track with our long and short term goals
- Supporting the reporting and ongoing monitoring and evaluation processes for our main funder, the Catherine Donnelly Foundation and other funding bodies as required
- Work alongside the Central Hub Advisory Council to develop fundraising goals and seek out, develop and submit grant proposals as capacity allows (and recognizing this as a longer term priority)
- Ongoing outreach and relationship building in the Central Hub to build our network, reach, and impact
- Special attention is placed upon building relationships and capacity building among immigrant and First Nations communities within the Central Hub
- New initiatives, organizations and individuals who are aligned with our vision feel welcomed to participate: there is continued growth and learning
- Structures are developed so that information flows between all levels of Righting Relations (our National Steering Committee, Regional Hubs, local Circles and members)
- There is transparency and clarity of our processes, mission, vision and shared work
- All expenses are accounted for and follow provincial and national guidelines through collaboration with the bookkeeper
- Facilitation and documentation of processes for Central Hub members to collaborate on visioning, goal setting, learning, reflection and participating in ongoing monitoring and evaluation
- Onboarding of new members with a regular orientation process
- Co-development and roll out of a regional membership model with the Central Hub Advisory Committee and in consultation with other hubs, the National Coordinator and the National Steering Committee

- Coordination of local and regional gatherings, learning exchanges, and other opportunities for learning regionally and provincially in collaboration with other RR coordinators and national coordinator
- Contribution to sub committees as required
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**Term of Contract**

3-month probationary position ideally starting in December or January

The Coordinator will work between 5-8 hrs a week and be on a flexible schedule. The coordinator will work from home, and have their own computer. The rate of pay will start at \$30 per hour.

Contract has the potential for annual renewal pending performance.

**Skills/Experience/Qualifications**

The Righting Relations Central Hub Coordinator will:

- Have familiarity with Indigenous and diverse cultural communities, key issues faced, and work through a lens of anti-oppression
- Attention to detail, strong organizational and time management skills
- Interpersonal and relationship building skills
- Collaborative and team building skills
- Strong written and verbal communication skills
- The ability to work independently and take initiative while still being a strong team member
- Have initiative and be willing to drive efforts forward collaboratively
- Proficiency or desire/ability to learn google features: drive, docs, and sheets, also Zoom and other online tools.
- Advanced facilitation and project coordination skills are required

**To apply:**

To apply please send a cover letter detailing your suitability for the role and your resume to us by 9am on Monday December 12, 2022 to [centralhub@rightingrelations.org](mailto:centralhub@rightingrelations.org). Applications will also be considered on a rolling basis. Please include the job title in the subject line. If you require accommodation for the job application process do not hesitate to contact us to let us know what type of accommodation you need.