

Associate Director, Learning Centre Tamarack Institute

In the spirit of respect, reciprocity, and truth we honour and acknowledge that our work occurs across Turtle Island (North America) has been home since time immemorial to the ancestors of First Nations, Métis, and Inuit Peoples. We recognize that, in this territory, Indigenous rights holders have endured historical oppression and continue to endure inequities that have largely resulted from the widespread failure of non-Indigenous treaty people to hold up their responsibilities.

About Tamarack:

Tamarack catalyzes collective action with diverse leaders to solve major community challenges including ending poverty, building youth futures, deepening community, and addressing climate change. Our vision is to build a connected force for community change. Our work includes:

- **Communities Ending Poverty:** more than 90 regional members and representing more than 400 communities, focused on ending poverty.
- **Communities Building Belonging:** more than 40 neighbourhoods, towns, and cities that are using existing assets in communities to build connection, civic engagement, and belonging.
- **Communities Building Youth Futures:** 20 communities supporting the learning journeys of youth and working with them toward transitions through high school graduation to post-secondary education, training, and employment.
- **Community Climate Transitions:** 31 communities advancing just climate transitions by bringing together diverse community members to develop and implement local transition plans that address climate, equity, and other intersecting challenges.
- **The Learning Centre:** translates community-developed knowledge and success stories into purposeful practice and skill-building tools that advance the interconnected practices of community and systems impact.

Since its founding, Tamarack has sought to center those with lived and living experience of poverty in its work. More recently, in the [Tamarack 2030 Plan](#), we committed to interrupting the roles that racism, colonialization, and xenophobia play in communities in Canada.

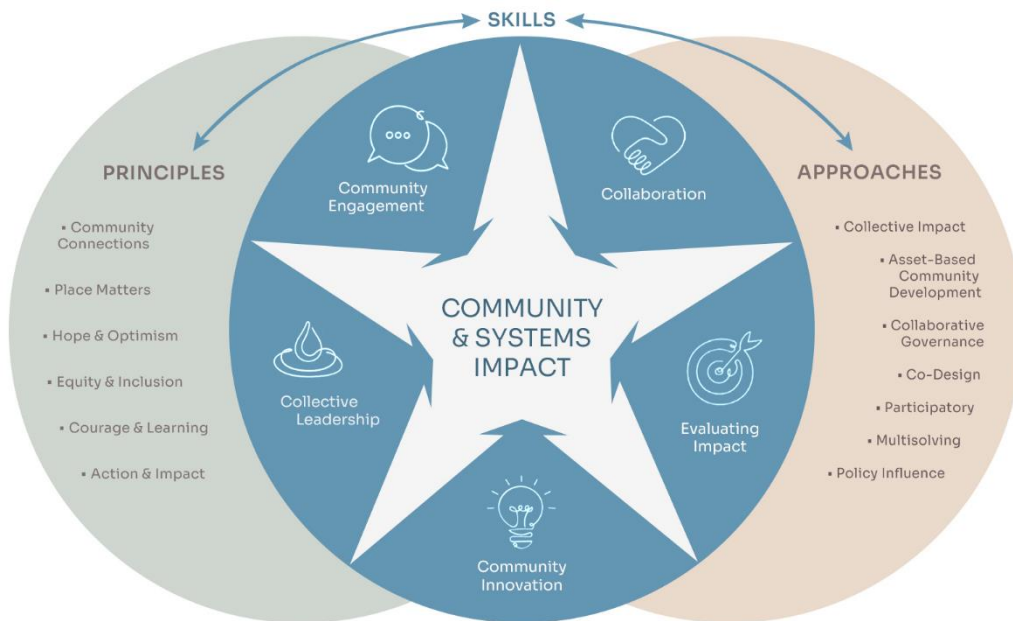
Tamarack Principles

- **Community Connections:** We strengthen connections and collaborations between diverse people, organizations and sectors to grow and align our capacity to make a difference.
- **Place Matters:** We focus our efforts on places where people live.
- **Hope and Optimism:** We focus on the possible and our collective potential for making positive change.
- **Equity and Inclusion:** We engage and elevate the voice of those most impacted by issues who have the greatest insight into possible solutions.

- **Courage and Learning:** We ask difficult questions about the systems and structures which hold people and communities back and engage in peer-to-peer learning to build our capacity.
- **Action and Impact:** We emphasize action and focus on impact.

About the role:

The Learning Centre is seeking to hire an Associate Director, with a passion for advancing the practices of community and systems change and centering equity and antiracism as a foundation. The Associate Director will be responsible for working across multiple skills and approaches, engage with the Consulting Director team, and provide tactical consulting, writing and teaching support to advance the Learning Centre goals.



Supervision and Reporting:

The Associate Director reports to the Team Lead of the Learning Centre. They are a member of the Learning Centre Consulting Director team and are required to contribute to the overall achievement of the Learning Centre’s and Tamarack’s overall strategic goals and deliverables.

Work Environment:

As with most positions at Tamarack, you may reside in any location in Canada. Tamarack is a remote work environment, and your designated office space may be in your home or at a rented office space preferably co-located with another nonprofit organization.

On-going Responsibilities:

- **Consulting:** the development and delivery of a consulting practice which advances one or more of the skill areas. Consulting offerings can be customized and may include design, facilitation, coaching, teaching, advising, and more.
- **Writing:** development of knowledge products such as thought papers, blogs, case studies and tools

- Skills Development Sessions: which advance the skills of practitioners through development and delivery of multi-day and single day in person workshops, webinars, and on-line learning with key thought leaders
- Annual assessment of the field related to one or more of the skill areas which includes an overview of the area and its component parts; a scan of other practitioners in the field and their focus of work; and an identification of where the Tamarack Learning Centre can add value
- Be an active member of the Tamarack Learning Centre team; engaged in the development and delivery of an annual work plan and committed to sharing resources, practices and opportunities within the team environment
- Build strategic internal and external partnerships which advance the idea area and the collective work of the Tamarack Learning Centre

Qualifications:

We look for great people, who are positive, results-oriented, loyal, and patient with a big heart for social justice.

- Minimum of three years of experience - supporting Tamarack related learning priorities or progressive advancement in your role at your current organization
- Proven experience and education, most often attached through completing a Master's degree
- Strong understanding of the core concepts related to effective community change and social innovation impact strategies and knowledge and experience in advancing one or more of the idea areas
- Experience and ability to provide coaching and consulting supports to partner organizations and learners to meet organizational revenue goals
- Strong research and writing skills, advanced knowledge of social media
- Strong ability to design and develop workshop curriculum; knowledge products and consulting services
- Ability to work remotely, both independently and in co-operation with a remote team, in a continually evolving organizational environment
- Highly relational, both in-person and online, to effectively build trust and commitment with the Tamarack network to ensure that they are engaged
- Highly organized, self-motivated, and self-directed, with demonstrated skills and the capacity to advance multiple priorities concurrently
- Ability to maintain a systems-level perspective as well as ensure that the detailed deliverables are met
- Bilingual (French and English) is an asset
- Willingness and ability to travel is required

Tamarack's Commitment

Tamarack is committed to inclusive, respectful, and equitable workplaces that represent the communities we support. We are a learning organization who is continuously working to improve our systems, policies, and practices to remove barriers to support the success of our staff and learner community. As an organization we are accountable for creating equitable opportunities and a sense of belonging not only for our team, but also for our network and communities we support. We value applicants with a diverse range of experiences, skills, and backgrounds, and encourage you to apply.



At Tamarack we are committed to engage and elevate the voice of those most impacted by issues who have the greatest insight into possible solutions.

Tamarack strives to provide reasonable access and accommodation throughout the application and selection process. If you would like to request accommodation at any stage of the process, please contact jana@tamarackcommunity.ca.

Vaccination Requirement

Tamarack requires all team members who participate in face-to-face meetings and events to be double vaccinated against COVID-19. Candidates who are not vaccinated will be considered.

Conflict of Interest Policy:

For full-time positions Tamarack asks team members to devote their full time and attention to Tamarack's operations and conduct themselves in accordance with our Conflict-of-Interest Policy which will be provided during subsequent stages of recruitment. If you are invited for an interview, we would ask that you review the policy in advance and bring any questions you may have for discussion with the interview panel.

Salary & Benefits:

Tamarack provides a competitive salary and benefits, RRSP package, lieu and flex time and operates within a progressive management philosophy. This is a full-time 40-hour per week position and compensation is rated between \$75,000 and \$95,000 a year. The successful candidate will be offered a salary that is commensurate with experience.

Application Process

Tamarack is committed to creating a diverse environment and is proud to be an equal opportunity employer. We strongly encourage candidates from historically underrepresented groups to apply. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

The interview process will consist of a first and second round interview, led by current Tamarack team members familiar with the role. Tamarack designs interview processes with the intention of supporting applicants to learn about the organization and its culture and commitments. Interview questions will be provided in advance. External candidates who complete second round interviews will be compensated \$150 CAD for their time.

Please send your application to Jana Harris at jana@tamarackcommunity.ca by December 29th, 2023, with the subject *Associate Director Learning Centre*.

Please attach one document that includes your resume and a cover letter that explains your interest in the role, how you think your skills and experiences align with Tamarack's goals, and any other information you'd like to share.

While we thank all interested applicants, only successful candidates will be contacted.