

## Senior Community Animator People & Culture

### 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.

Tamarack is seeking a full-time Senior Community Animator People & Culture to join the Operations Team. The Senior Community Animator People & Culture will drive forward our people and culture related policies and practices while centering equity, diversity, inclusion, justice, reconciliation, and anti-racism as a foundation. The successful candidate can be based anywhere in Canada and will work remotely from their home office or another location in their community.

#### 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. Through our work in Vibrant Communities, we support networks focused on four outcomes.

- **[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 starting from the 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 five interconnected practices of community change.

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.

#### **On-going Responsibilities:**

- Supports Tamarack's commitment to equity, diversity, inclusion, justice, and reconciliation (EDIJR)
- Understanding of Truth and Reconciliation Calls to Action and ability to embed EDIJR into the work;
- Develops and maintains our Human Resources policies and procedures, including an inclusive process to develop, validate, and roll out new policies and procedures.
- Stays up-to-date on legislature and regulations and ensures Tamarack is compliant.
- Administers performance appraisal policies and procedures.
- Supports employee engagement surveys and related projects
  - Makes recommendations for and assists with developing programs to increase engagement, retention, and morale.
- Supports team leads with all aspects of supporting their teams, including coaching, work planning, and advancement.
- Supports recruiting, hiring, onboarding, and offboarding.
- Maintains online HR systems and employee files.
- Monitors staff leave.
- Supports creation and maintenance of advancement procedures.
- Publishes internal newsletters and other internal communications.
- Prepares monthly reports.
- Supports and implements internal learning plan and related meetings.
- Supports annual team meeting planning.

#### **Qualifications:**

- Proven experience in positions with similar responsibilities.
- Human Resource certification or equivalent experience
- Highly organized, self-motivated, and results-oriented with a keen attention to detail
- Ability to communicate effectively with partners from backgrounds and produce clear, concise, and accessible communications
- Strong capacity to manage multiple priorities in an organization that embraces emergence, creativity, and responsiveness to communities;
- Experience building connection across diverse groups of people. Utilizes compassion, empathy, and humility when supporting people to engage in complex work.
- Experience holding conversations about reconciliation, inclusion, and equity. Willing to engage in and host ongoing professional development in this area.
- Has an entrepreneurial approach to work. Enjoys creating analyses, ideas, and solutions in a collaborative environment. Understands what it takes to get an idea to action.
- Experience working with diverse communities and understanding of the realities of equity-deserving communities.
- Ability to work virtually, both independently and in co-operation team members across a 40+ person organization.

- Strong computer and technical skills with proficiency in MS Office.
- French-English bilingualism 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](mailto:jana@tamarackcommunity.ca).

**Supervision and Reporting:**

The Senior Community Animator People & Culture reports to the Director Finance & Operations. They are a member of the Operations team and are required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole.

**Work Environment:**

This is a full-time 40-hour per week position. 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. In some cases, Tamarack will rent team members office space near their preferred location in Canada, preferably co-located with another nonprofit organization.

**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.

**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. If the successful candidate is not vaccinated, they will only be able to participate in meetings and events virtually.

**Salary & Benefits:**

Tamarack provides a competitive salary and benefits, RRSP package after two years of service, professional development fund, technology fund, a gratitude fund, and flex time. Tamarack operates within a progressive management philosophy. This is a full-time 40-hour per week position and



compensation is rated between \$60,000 and \$80,000 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](mailto:jana@tamarackcommunity.ca) by December 29<sup>th</sup>, 2023, with the subject *Senior Community Animator People & Culture*.

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.