



## **JOB POSTING – Curriculum & Communications Officer, Indigenous Programs**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Indigenous Programs
<b>Work Location:</b>	Toronto, Canada
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department. Possibility of full-time remote-working pending management approval.
<b>Authorized to work in:</b>	Canada (Eligible to work legally without requiring sponsorship or work permit)
<b>Target Hiring Range:</b>	CAD \$51,000 – \$54,000 per annum (before taxes)
<b>Target Start Date:</b>	Immediate
<b>Contract Duration:</b>	Full-time / Permanent
<b>Application Closing Date:</b>	Open until position is filled

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

Reporting to the Curriculum Specialist, the Curriculum & Communications Officer will be responsible for creating curriculum that supports the strategic priority areas while ensuring that curriculum Indigenous content is accurate



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Website: [righttoplay.com](http://righttoplay.com)

and appropriately reflects the diversity of Indigenous Peoples' worldviews. The incumbent must have a strong background knowledge of historical and current realities of Indigenous Peoples in Canada. They will have exceptional communication and writing skills in curriculum, reporting, and summarizing key concepts. The incumbent will work with external and internal teams in the development and implementation of the strategic plan priority areas and current play-based programming, as it relates to the generating of curriculum and program resources. The Curriculum & Communications Officer will work collaboratively across the Indigenous Programs team and Right To Play to ensure that key program objectives are met; major annual projects are completed in an inclusive and accessible manner; community and youth voice are represented within program design and delivery; grants are informed by the strategic action plan. The incumbent is required to travel within Canada to perform their duties.

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## WHAT YOU'LL DO:

### #1: Curriculum Content Development (30% of Time):

- Leads the revision of existing curriculum resources to ensure that the content is accurate and reflective of Indigenous perspectives to inform content that is in line with strategic and annual plans.
- Collaborates with the Program Development team, Indigenous consultants, and Indigenous community partners to obtain new and relevant content and applies in curriculum development.
- Leads the revision and improvement of resource materials, in print and digital formats [\(including video\)](#)
- Updates, creates, and manages systems to organize resources and the online library, making them accessible to staff and partners.
- Collaborates with the Curriculum Specialist to lead staff in the development of and processes for planning, organizing, and implementing content and resources, according to grant agreements and the strategic plan.
- As required, identifies and manages consultative sources for content development, including editorial and production initiatives, and related tasks such as managing contracts and invoicing.

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### #2: Curriculum Design and Editing (30% of Time):

- Creates and manages templates for curriculum design that align with Indigenous Programs' goals and RTP' Global practices and branding.
- Develops clear visual and written standards for Indigenous Programs' resources.
- Collaborates with the Curriculum Specialist to review and update existing resources to ensure alignment with the strategic and annual plans.
- As required, identifies and manages consultative sources for design, editing, and review, and related tasks such as managing contracts and invoicing

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### #3: Communications (20% of Time):

- Manages all mass mailings for community partners, including working with the Senior Management Team to execute a monthly newsletter mailing nationally.
- Works independently with Community Mentors to provide communications support for on-the-ground programming in communities.



- Develops systems for effective and efficient communications and best practice sharing within Indigenous Programs
- Works in collaboration with Canadian National Office Marketing & Communications team to provide content for website and social media channels.
- Coordinates with the Canadian National Office to execute external facing communication plans (media, donor reporting) by providing relevant information.
- Works with the Monitoring, Evaluation, & Learning team to gather and produce personal stories, quotes and photographs of local partners and children/youth in Canada, including following guidelines to ensure proper consent
- Maintains and trains staff on Indigenous Programs' Media & Communications standards.
- Monitors the Indigenous Programs Admin email account.

#### #4: Curriculum Training (15% of Time):

- Collaborates with the Training Team to train staff and stakeholders on the use of current and developed resources.
- Collaborates with the Training Team on training events for Community Mentors, ensuring resources are accurately woven into programming.
- Provides tailored curriculum and resource support to Program Officers to enhance coaching on outcome-based programming.
- Supports the Curriculum Specialist in the development of innovative curriculum training tools.

#### #5: Other Tasks as Assigned (5% of Time)

### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- Bachelors' Degree or Diploma in Indigenous Studies, Education, Communications, Social Work, Political Science, or related areas
- And/or a combination of industry or lived experience.

#### EXPERIENCE:

- 1 year experience in resource development (writing and design), in developing curriculum; knowledge of play-based learning and/or Indigenous learning methodologies considered a strong asset.
- 1 year experience working with/developing relationships with Indigenous people, communities, or organizations.

#### COMPETENCIES/PERSONAL ATTRIBUTES:

- Extensive knowledge and understanding of Indigenous histories, diversities and current realities
- Ability to build respectful relationships with Indigenous community partners
- Demonstrated ability to communicate about Indigenous populations in a respectful and inclusive manner
- Excellent communication skills both written and verbal





- Understanding of Play-based learning
- Demonstrated ability to work as a team member and to build capacity of internal and external stakeholders Excellent organizational skills and ability to manage multiple projects simultaneously
- Adaptable and able to handle stressful and/or sensitive situations with care
- Demonstrated professionalism and positive attitude

#### TECHNICAL SKILLS:

- Understanding of OCAP® Principles and communication approaches when working with Indigenous communities
- Proficiency in Microsoft Office Suite
- Proficiency in Canva, Adobe InDesign, and/or other design tools

#### LANGUAGES:

- Fluency in spoken and written English

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience or knowledge in EdTech
- Familiarity with Indigenous learning methodologies
- Ability to work in a second Indigenous language or French

#### WHO YOU ARE:

You have an understanding of colonial history and how it impacts Indigenous peoples in Canada. If you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. Group RRSP Plan, gym membership)
- Flexible work arrangements (e.g. work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives



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- Wellness programs
- Playful activities and events

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/144681-communications-curriculum-officer-ip/588549-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

## EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

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