



QUAKERS

Canadian Friends
Service Committee

Employment opportunity: Indigenous Rights Program Coordinator

Canadian Friends Service Committee (CFSC) is the peace and social justice agency of the Religious Society of Friends (Quakers) in Canada. Quakers won the 1947 Nobel Peace Prize and are internationally recognized for peacebuilding and human rights work. CFSC continues this long tradition.

One of CFSC's three program areas is Indigenous Peoples' human rights. CFSC was deeply engaged with the development, adoption, and now implementation of the *UN Declaration on the Rights of Indigenous Peoples*.

The Indigenous Rights Program Coordinator is a full-time position (35 work hours/week). The weekly work schedule is largely self-directed but the role includes some weekends to accommodate both organizational Committee sessions and partner activities/events.

Consideration will be given to all qualified applicants regardless of their location in Canada; however, preference will be given to those able to commute to the CFSC office in Toronto. Candidates must also be able to travel to the United Nations in New York and Geneva.

The Indigenous Rights Program Coordinator is responsible for developing, adapting, and implementing effective programming. This is a dynamic position requiring someone who is respectful to others and highly motivated to work both independently and with a small team that includes volunteers.

The Coordinator must be ready to speak truth to power while also speaking to that of the divine in every person. The Coordinator must be a self-starter excited about working with our existing strategic plan and logic model as well as identifying opportunities to expand our work and impact. The Coordinator will work collaboratively with our existing staff team and Indigenous partners.

The ideal candidate will have most of:

- Experience engaging with civil servants, politicians, and others around Indigenous Peoples' human rights,
- Knowledge of the *UN Declaration on the Rights of Indigenous Peoples* and related legislation in Canada,
- Knowledge of the Truth and Reconciliation Commission and its *94 Calls to Action*,

- Indigenous Rights education experience in a formal or informal setting,
- Experience with public outreach or organizing,
- Experience working for small (under 10 staff) businesses or nonprofits that require adaptability,
- Proven leadership, creative and flexible on-the-job problem-solving skills, good computer skills, and strong communication skills,
- Ability to work collaboratively online with a committee of volunteers dispersed in communities across Canada,
- Familiarity with social justice work approached through a faith lens,
- Proven ability to manage a budget.

Compensation: for full time position starting at \$70,000 FTE based on qualifications. CFSC provides a comprehensive benefit plan and a RRSP match of 5%.

Start date: July 1, 2026. CFSC staff work either from home offices or from the CFSC office in Toronto.

How to apply

If you are passionate about Indigenous Peoples' human rights and have the gifts and skills required, we welcome your submission including:

- A cover letter,
- The contact information of three references (1 personal, 2 work-related),
- Resume outlining your qualifications and interest.

Email your application package to Jobs@QuakerService.ca. No phone calls, please.

We do not use AI in any part of the hiring process. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Application deadline: 9 am (Eastern) on Wednesday, May 27, 2026

CFSC welcomes the contributions that individuals from equity deserving communities bring and invites Indigenous people; Black and racialized people; women; gay, lesbian, bisexual, and/or queer identified people; transgender and transsexual persons; single parents; newcomers and/or refugees; people with disabilities; and people of all ages to apply.

Indigenous Rights Program Coordinator job description

Accountability is to CFSC's General Secretary or designate. The content of the Program Coordinator's work is developed by the Program Coordinator and approved and supported by a Program Committee of Quaker volunteers. The work must be based on CFSC's strategic plan and the Program Committee's logic model and theories of change. The Program Coordinator leads and manages this work. Below is a breakdown of the areas of work with a rough estimate of the percentage of time that goes to each area.

(30%) Relationships and partnerships

- Maintain relationships with a range of stakeholders related to the program committee's work (e.g. Indigenous partners, policy makers, academics, and other Quaker agencies).
- Engage with our supporters at the grassroots and, when necessary, help to mobilize them around relevant Indigenous Peoples' human rights issues and campaigns.
- Maintain relations and facilitate communications with Monthly Meetings (i.e. Quaker congregations) as required.
- Attend meetings and conferences as directed or approved by committee.

(25%) Policy dialogue

- With CFSC's Ottawa-based Government Relations Representative and advice from the Program Committee, develop policy positions on program issues that are consistent with CFSC's purpose, strategic plan, and logic models. These positions can be used for discussion and dialogue with policy makers, partners, Friends, and others.
- In consultation with the Government Relations Representative, draft letters and statements on program issues, including responses to government actions.
- Support input into policy processes (e.g. consultations) at the national and international level, or facilitate Quaker participation, directly or through partner organizations.
- As appropriate, coordinate work with Quaker UN Offices, attend and represent CFSC (and FWCC on certain files, if needed) at international meetings, and organize and host meetings with representatives (Indigenous, State, NGOs) at Quaker House in Geneva and New York.
- With the Government Relations Representative, engage with government representatives and, as appropriate, meet with diplomatic Embassies to advance work.

(25%) Program management

- Manage, administer, and lead in developing programs and projects, including working to understand the context of the work and what outcomes are feasible for CFSC to achieve.
- Receive and review correspondence, materials, and concerns and bring them to the attention of the Program Committee for their discernment as to what, if any, outcomes CFSC could achieve in this area.
- Serve as the primary person responsible for the Program Committee budget and managing program expenses in accordance with CFSC policies and procedures.

(5%) Research

- Research good practices and viable theories of change to inform CFSC's work.
- Facilitate the evolution and strengthen the effectiveness of the program activities by researching (or assisting volunteers who are researching) relevant issues.
- With the program committee, monitor public discourse on issues related to the program and bring forward information and opportunities to the committee's attention.

(5%) Education

- Develop, update, and distribute resources (e.g. pamphlets, policy papers, website content, etc.) to educate Friends and the wider community on issues related to the work and CFSC.
- Prior to creating any new educational resources work with the Communications Coordinator on the resources' expected outcomes, target audiences, and design.
- Create, facilitate, and participate in presentations, workshops, public forums, and special interest groups.
- Program staff and the Communications Coordinator ensure appropriate article(s) for each issue of CFSC's newsletter *Quaker Concern* by writing articles and/or finding others to contribute.
- Send information on program, events, resources, issues, etc. to the Communications Coordinator for sharing through CFSC communications channels (website, E-News, social media, *Quaker Concern*, or to CFSC Liaisons).

(5%) Practical assistance

- Coordinate and administer Program Committee grants and projects by: ensuring application documents or proposals are up-to-date and in accordance with CFSC's policies; assisting applicants; reviewing requests and forwarding requests to the Program Committee; preparing agreements and payments to approved grantees or projects; and monitoring reporting.
- Provide support and networking assistance, if needed, on the work related to Program Committees by Friends and Monthly Meetings (e.g. Truth and Reconciliation *Calls to Action*).
- Provide support to partners through actions such as: preparing and contributing to joint statements; assisting with legal proceedings and litigation; preparing materials and presentations; facilitating trainings; assistance with attending relevant meetings; etc.
- As appropriate, prepare a plan for project visitation (Canada-based and overseas) and update as needed in order to enhance the mutual learning from service experience, and to be duly diligent in the administration of projects.

(5%) Tasks common to all staff

There is some flexibility in prioritizing various tasks, both on the part of CFSC and on the part of each staff person. Each week at CFSC looks a little different from the last.

- When unexpected situations arise, assist with supporting other staff when they are out of the office or have asked for assistance.
- Other tasks as assigned by supervisors and delegated for office coordination.
- This position is fully funded and does not need to fundraise for its salary. If needed all staff contribute to the preparation of fundraising proposals with information relevant to their area(s) of work.