



Indigenous Education Outreach Coordinator

[Digital Human Library \(dHL\)](#) has partnered with [4Canoes](#) and the [International Indigenous Speakers Bureau \(IISB\)](#) to help elevate Indigenous voices, perspectives and insights in primarily non-Indigenous spaces by offering school districts with access to Indigenous Professional Learning Programs, authentic Indigenous-authored content*, and IISB Knowledge Nuggets**.

Digital Human Library is looking for a full-time Indigenous Education Outreach Coordinator to lead outreach and engagement activities with K-12 school districts across Canada.

Position	Education Outreach Coordinator	Hours	40 hrs per week
Type	Full-time	Location	Work from home
Compensation	100% commission to start 12% commission on new sales Variable commission rates for renewals over a 5 year period Opportunity to move to a salaried position if successful in this role Potential Salary: \$20,000 - \$70,000		
Start Date	May 2nd, 2022	Application Deadline	April 18, 2022

How to Apply

Please send your resume and cover letter to: leigh.cassell@digitalhumanlibrary.com

Overview

Coordinators are passionate about making a difference for kids, and provide an outstanding partnership experience for the school districts we serve. Coordinators are responsible for initiating outreach, coordinating presentations and follow up meetings, participating in presentations, finalizing contracts, and maintaining ongoing relationships with the districts we serve. Coordinators work remotely from home.

In order to be successful in this role you will need to have previous experience leading outreach and engaging with clients (*preferably in the education market*), a deep understanding of the relationship building process and dynamics, marketing experience, exceptional interpersonal skills, and enjoy working on an innovative and dynamic team!

Indigenous youth, youth living with disabilities, and youth living in Northern, rural and remote communities are encouraged to apply. Personalized training will be provided.

**The 4Canoes Digital Shelf is evolving as a unique, ongoing, 28-edition series created to bring Indigenous people telling their stories into our classrooms and homes. Each issue highlights a different Indigenous people, and is produced with integrity and respect. The 4Canoes team embeds and works with the featured people for months, providing a forum for them to tell their stories. 4canoes.org*

***Knowledge Nuggets are short guided Indigenous educational videos intended to assist the K-12 education system with understanding Indigenous knowledge, perspectives, and history and follow a more Indigenous way of teaching and learning. Knowledge Nuggets allow teachers to share Indigenous knowledge confidently by providing students with a rich Indigenous perspective provided by Indigenous experts. iisb.ca*



Knowledge and Skills

- College diploma or Bachelor's degree (*preferred*)
- Growth mindset
- Highly motivated and goal driven (*a proven track record in sales*)
- Ability to build productive professional business relationships
- Demonstrated ability and passion for building relationships between Indigenous and non-Indigenous people
- An understanding and deep appreciation for Indigenous culture and people within Canada and/or globally
- Proficient oral and written communication and collaboration skills
- Strong interpersonal skills and relationship management skills
- Demonstrated ability to work collaboratively on a team
- Proficient time management and organizational skills
- Experience using Hubspot or a comparable CRM (*preferred*)
- Proficiency using G-Suite/ Google Apps (*preferred*)

Responsibilities

- Establish, develop and maintain positive client relationships with K-12 school districts across Canada
- Engage in high level conversations with senior leadership teams
- Promote services leveraging product knowledge, market trends and district needs
- Reach out and connect with new potential districts by phone, email, and video conference
- Present services to senior level district teams
- Respond to client inquiries/ complaints and expedite the resolution to ensure district satisfaction
- Collaborate with dHL teams to achieve agreed upon goals and outcomes
- Handle order processing with accuracy and timeliness
- Track client relationships and the sales process using Hubspot
- Generate reports on client needs, problems, interests, competitive activities, and potential for new products and services
- Assist in the creation, preparation and distribution of promotional materials
- Provide support to districts as needed
- Continuously improve through feedback

Opportunities

- Join a dynamic team of innovators making positive world change for Indigenous peoples
- Meet and connect with extraordinary Indigenous speakers, leaders, and knowledge keepers from around the world
- Expand your personal and professional network
- Become part of a passionate, enthusiastic family working hard to elevate Indigenous perspectives and voices around the world

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