

Job Title: Head of Organizational Well-Being

The **Head of Organizational Well-Being** uses their background in counselling and traditional healing and wellness practices to support inPath's staff. Through their work with individuals and teams, they support inPath's commitment to the building and maintenance of healthy relationships. The Head of Organizational Well-Being stewards the work environment as a space of connectivity, growth, learning and respect.

To accomplish this mandate, the Head of Organizational Well-Being works closely with the Director of Operations and is responsible to the Co-Executive Director, Outreach & Partnerships.

Key Logistics Details

Ideal Start date: December 7th, 2020

Hours: 40 hrs/wk (includes paid lunch hour). Work volume fluctuates, with periods of greater demand on time than others. Early morning, evening and weekend work is sometimes required.

Contract length: One year contract with a possibility to renew; 3-month probationary period

Base Salary: \$68,640 with a salary review once per year.

Benefits: Group health insurance; monthly cellphone contribution; and 3-weeks paid vacation per year.

Hiring Process: Applications are due **November 8th at 11:59 pm EST**. Interviews will take place between **November 18th-20th**. Only candidates chosen for an interview will be contacted.

Candidates must be available to attend a virtual Training Week at the beginning of January 2021.

To apply:

- 1) Fill out [our application form](#) (instead of writing a cover letter)
- 2) Email a PDF copy of your resume/CV to workwithus@inpath.ca Please name your document by Position_Last name_First name. Do not include any other information in the file name. **Example:** HeadofOrgWellBeing_Chan_Mary.pdf

The subject line of your email should match the file name.



1001 Lenoir, Suite B-218, Montreal, Quebec, H4C 2Z6

About inPath:

[inPath](#) is a learning organization that designs and delivers arts-based programs alongside Indigenous communities for Indigenous youth.

We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years! We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where all learning sparks joy, encourages curiosity, and promotes agency.

Our Work Environment:

Working as part of the [core inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of 40+ artists and 500+ youth who are building strength-based narratives through creativity. Our environment is:

- Hierarchical, support-based, and highly collaborative;
- Primarily English-speaking;
- Fast-paced—we are a dynamic, nimble, high-performance team;
- Guided by collectively developed group norms that focus on well-being; and,
- An open concept office space.

Note on remote working during COVID-19: The health of our staff is of the utmost importance. We are taking the necessary precautions needed to prevent the spread of COVID-19 to ensure the safety and well-being of our staff. Currently the majority of our team is working remotely.

Key Responsibilities:

Nurturing the individual development and retention of core staff

- Connects with staff on an ongoing basis to support the development of individual learning and work-plans;
- Infuses individual support with an approach that integrates traditional knowledge;
- Connects with Directors on approaches to supporting their staff members;
- In collaboration with the Director of Operations, supports the onboarding and offboarding processes of staff;
- Supports the retention of new staff through ongoing check-ins;
- Promotes safety and accessibility in the workplace; and,
- Ensures anti-racism and anti-oppression frameworks are applied in the workplace.

Designing and running of workshops/trainings for core staff

- With the support of the Head of Pedagogy & Learning Process, designs and implements workshops/training that respond to staff needs.

Examples include:

- conflict management,
 - self-regulation,
 - traditional healing & wellness practices,
 - communication,
 - feedback,
 - code-switch fatigue,
 - decolonial and trauma-informed approaches to work,
 - setting boundaries, etc.
- Supports the Director of Learning Experience in the design and implementation of workshops for larger trainings and other events; and,
 - Supports the Head of Pedagogy & Learning Process with various aspects of their work, when required.

Supporting artists' well-being, retention and engagement

- Manages Mental Health Support Team;
- Connects artists with Mental Health Support Team as needed;
- Coordinates wellness packages and activities for artists; and,
- Supports the collection, analysis and dissemination of anonymous feedback regarding inPath community mental health needs.

Stewarding the inPath environment as a space of connectivity and mental wellness

- Participates in the implementation of inPath's training week & celebration events with a focus on integrating traditional wellness practices;
- Manages mental health support team during events, with a focus on cultural safety and protocols;
- In collaboration with the Co-Executive Director, Outreach & Partnerships, creates and runs inPath community connection sessions;
- Supports the Educational Consultants and Program Coordinators in the development of wellness resources for youth participants; and,
- Stays connected to other youth support entities to ensure resource sharing across organizations.

Supporting the Directors in the implementation of well-being practices

- Shares ways to improve well-being processes and policies with the Directors and Board of Directors;
- Works alongside all Directors in developing strategies for staff engagement, retention and well-being; and,
- Commits to professional development in key areas to build their skills and capacity.

Experience/Skills:

We recognize the value of both paid and unpaid work. For this job, you should have **some or all** of the following experience and/or skill sets:

- A university degree in a field that relates to the position and/or four (5) years of on-the-job experience in a similar position (social work, mental health professions);
- Specialized training in trauma-informed counselling/therapy and conflict resolution;
- Ability to work with individuals on goal-setting and attainment;
- Training in emotional intelligence / interpersonal / collaborative skills;
- Background and understanding of traditional wellness practices;
- Proven commitment to anti-racism and understanding of Indigenous realities;
- Knowledge of the history / current realities of Indigenous Peoples in Quebec and across Canada;
- Experience working with people who have been marginalized by colonization, racism, homophobia, transphobia, poverty, living with disability, transmisogyny and the effect this has on the employee experience of the workplace;
- Confidence developing and leading workshops and trainings relating to your area/s of expertise; and,
- Proficiency in the development of learning resources and tools.

Successful Candidates Will Possess the Following Qualities:

- Emotional intelligence, high degree of self-regulation;
- Passion about the growth of individuals;
- Ability to build and maintain trust;
- Serious about the importance of confidentiality;
- Organized, punctual, reliable;
- Tactful, clear communicator;
- Open to feedback (giving/receiving);
- Non-judgemental;
- Comfortable working with emergence and change; and,
- Comfortable with flexible timelines and varying intensity of workloads.

Additional Assets:

- Coaching certification/recognized coaching experience;
- Multilingualism (French/English/Indigenous languages); and,
- Experience working with and/or living in Indigenous communities, whether as a member of the community or as a guest.

Accessibility:

Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-reduced policy. If you have any specific questions relating to accessibility, please email workwithus@inpath.ca.

Everyone at inPath is committed to:

- Their own learning and development;
- Caring, reciprocal relationships;
- Un/learning our colonial history and present-day systems of oppression;
- Systems change in education and learning, from the inside out;
- Deeply collaborative work;
- Creative problem solving; and,
- An open, generative approach to giving and receiving feedback.

Benefits of working with inPath:

- We offer flexible work hours;
- Our team is committed to building an inclusive, open learning environment;
- We love office snacks and our office is filled with plants;
- We are invested in learning and teaching;
- We are committed to systems change;
- As a learning organization, we offer professional development opportunities for our staff to grow within their positions and bolster their skill sets on the job; and,
- We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.



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Selection process: Only candidates chosen for an interview will be contacted. Interviews will take place between **November 18th-20th.**

Employment equity: inPath values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working-class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve. **If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**

Your story is your strength and we look forward to hearing from you!