



DÉCOLONISER LES ESPRITS.
REDÉFINIR NOTRE CHEMIN ENSEMBLE

JOB OFFER

Mobilization Agent – Strategic Support and Partnerships

About the organization

Mikana is an Indigenous non-profit organization founded in 2015 whose mission is to foster social change by raising awareness among various audiences about the realities and perspectives of Indigenous peoples. We are a small, dedicated team actively involved in creating educational tools, offering awareness-raising activities, supporting Indigenous youth who build bridges between Indigenous and non-Indigenous communities, and developing partnerships to foster systemic change through decolonization and Indigenous-led approaches.

Job Summary

Under the supervision of the Director of Operations, the Mobilization Agent – Strategic Support and Partnerships is responsible for coordinating Mikana's strategic support initiatives with non-Indigenous organizations, contributing to partnership development, and helping to structure and promote Mikana's service offerings. The person will also participate in knowledge-sharing initiatives with Indigenous communities and organizations and may be called upon to coordinate certain outreach activities, including those related to Mikana's 10th anniversary, planned by March 2026. The person in this role will also help expand Mikana's strategic support activities by identifying and confirming new opportunities for collaboration with various environments. They may also contribute to preparing and writing funding applications.

Key Responsibilities

1. **Coordination of strategic support (non-Indigenous organizations):** Plan, organize, and coordinate support processes and learning journeys with non-Indigenous organizations. Ensure smooth communication between these organizations, facilitators, and the internal team. Maintain and improve planning and follow-up tools, while overseeing the administrative and budgetary aspects of these support efforts. Contribute to identifying and confirming new strategic support opportunities in collaboration with the team.
2. **Structuring and outreach of service offerings:** Contribute to the continuous improvement and structuring of Mikana's support offerings. Assist in the development of outreach and promotional materials tailored to different target audiences. Support strategic thinking on service models and sustainable revenue strategies, in alignment with Mikana's non-profit values.
3. **Knowledge-sharing with Indigenous communities and organizations:** Coordinate initiatives that support Indigenous communities, groups, or organizations in developing their own awareness-raising tools and approaches. Offer respectful, collaborative support tailored to the needs, knowledge, and pace of each context. Assist in the adaptation and dissemination of relevant educational tools.



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4. **Partnership development:** Contribute to the restructuring of Mikana's partnership protocols, including the drafting and implementation of a collaboration charter with other Indigenous organizations. Represent Mikana at select networking events or partnership meetings. Provide occasional support to the Executive Director in the development of institutional and financial partnerships.
5. **Coordination of outreach activities:** Support the planning and coordination of select outreach initiatives, including those related to Mikana's 10th anniversary (planned by March 2026), in collaboration with the internal team and external partners.
6. **Support for grant writing and reporting:** Contribute to the preparation and drafting of funding proposals, particularly those related to partnership development and Mikana's strategic support offerings. Assist with gathering relevant information, drafting sections of proposals, and ensuring the consistency of submitted content in collaboration with the management team.
7. **Other related duties:** Contribute to team life and support any other activities necessary to advancing Mikana's mission.

Working Conditions

- **Type of position:** Permanent, full-time
- **Hours:** 28 to 35 hours per week (to be discussed)
- **Schedule:** Flexible schedule from Monday to Thursday or Friday (depending on the number of weekly hours), with shared core hours from 9:30 a.m. to 3:30 p.m. Occasional evening or weekend availability may be required for special activities.
- **Annual salary:** Between \$60 968 and \$73 761 (for 35 hours/week), based on experience and the organization's salary policy
- **Work location:** Primarily remote, with occasional in-person meetings in Montreal
- **Benefits:** 6% vacation (equivalent to 3 weeks), one well-being day off per month, two paid weeks off during the holiday season, 10 paid sick days per year, 10 paid family responsibility days per year

Commitment to Equity

We strongly encourage applications from First Nations, Inuit, and Métis individuals. We also welcome applications from people of all ages, racialized people, newcomers, 2SLGBTQIAA+ individuals, people with disabilities, and others from underrepresented communities (non-exhaustive list). We recognize that these lived experiences may intersect and that multiple identities can shape one's professional and personal path.

We also recognize the value of lived experience among Indigenous People and consider it equivalent to or complementary to formal academic training. If you would like this experience to be considered, please feel free to include it in your application. All such information will be treated with the utmost confidentiality.



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Required Skills and Qualifications

- ★ Experience in project coordination, organizational development and/or strategic support
- ★ Excellent ability to organize, prioritize, and manage multiple tasks simultaneously
- ★ Strong ability to build and maintain long-term trust-based relationships
- ★ Excellent knowledge of the realities and perspectives of Indigenous Peoples (required), ideally gained through lived experience and/or work with Indigenous individuals, communities, or organizations (considered an asset)
- ★ Proficiency in French and English, both spoken and written
- ★ Good command of digital tools: Google Workspace (Gmail, Drive, etc.), Slack, Zoom

How to apply

Please send your **résumé** along with a **cover letter (maximum 2 pages)**, or a **short video or audio message (maximum 1m 30s)**, to: emplois@mikana.ca

Subject line: Application – Mobilization Agent

Deadline: July 21, 2025

Start date: As soon as possible starting August 18, 2025