

IDENTIFICATION

Job Title:	Rideau Hall Coordinator	Division:	HEHS
Title of Immediate Supervisor:	Jeanelle Julien	Position Number:	
Supervisor's Title:	Chair, HEHS	Effective Date:	October 2025

Purpose of the Role

This term position, funded through the Rideau Hall Foundation, is responsible for the coordination and delivery of our current Rideau Hall funding to support the increased representation of Indigenous K-12 teachers in the Yukon. This position will work closely with YukonU's Education degree programs (YNTEP and After-Degree), and our partners in funding, the Yukon First Nation School Board (FNSB) and the Yukon First Nation Education Directorate (YFNED).

Key Responsibilities

In collaboration with internal and external education partners to plan, coordinate, deliver, and report on activities supporting the Rideau Hall initiative to increase Indigenous student enrollment and Indigenous student success in the YukonU Bachelor of Education programs.

Provide support to Indigenous students in YukonU education programs, and future Indigenous education students;

Regular travel to Yukon communities to plan, coordinate, and deliver activities supporting the Rideau Hall initiative, including rural practicums and locally-offered BEd courses.

Communicate and liaise with key YukonU departments, FNSB and YFNED to fulfill the administrative and reporting responsibilities associated with the Rideau Hall initiative;

Serve as the main point of contact with Rideau Hall funding officers/administrators; while serving as primary liaison between FNSB and YFNED and Rideau Hall;

Maintain accurate records related to delivery of Rideau Hall funded activities and provide required reporting to the Rideau Hall Foundation;

Maintain relevant sections of the University website, inventory and organization of supplies.

People Leadership

This role does not have direct supervisory responsibilities. The Rideau Hall Coordinator may provide informal guidance, training, and orientation to students or faculty related to the Rideau Hall initiative.

JOB ELEMENTS

Decision - Making

Decide on appropriate responses related to the coordination of the Rideau Hall initiative in collaboration with funding partners.

Prioritize and organize daily work in alignment with Rideau Hall funding goals and objectives.

Apply University policies, procedures, and established practices when processing financial and HR documentation.

Communication and contacts

Internal: Regularly exchanges information with faculty, instructors, students, and other University staff to coordinate Rideau Hall initiative.

External: Primary point of contact between key YukonU departments, FNSB, YFNED, local and rural community partners, as well as the Rideau Hall Foundation.

Chair/School Leadership: Provides updates, seeks clarification, communicates recommendations and decisions made regarding Rideau Hall initiative in collaboration with funding partners.

Knowledge and Experience

Bachelor's degree in Education, Indigenous Studies, Community Development, or a related field, or an equivalent combination of education and experience.

Minimum of three years of relevant experience in post-secondary education, Indigenous education, program coordination, or community engagement.

Demonstrated knowledge of Indigenous education contexts, priorities, and approaches, particularly within Yukon communities.

Experience working collaboratively with Indigenous governments, organizations, or education partners.

Strong organizational, communication, and relationship-building skills, with the ability to coordinate multiple activities and stakeholders effectively.

Proficiency in Microsoft Office applications and comfort working with databases, websites, and reporting tools.

Familiarity with post-secondary administrative processes, funding/reporting requirements, and event coordination considered an asset.

WORKING CONDITIONS

Specific Working Conditions & Requirements
Office and community (local and rural) environments
Frequent In-person interactions and virtual meetings
Regular travel to rural communities (on average 1-3 days per month)
Occasional physical effort (transport of materials & supplies)