

# Inclusion Ambassador

*coordinating school partnerships & pilot project implementation across Canada*

<b>Organization</b>	WITS Foundation (WITS Programs Foundation Society)	<b>Reports To</b>	Executive Director
<b>Location</b>	Victoria, BC. Candidate must work from Victoria and be available for local school/community meetings.	<b>Type</b>	Full-time One year Term, with the potential for advancement
<b>Language</b>	Bilingual English/French required; strong written and spoken communication in both languages.	<b>Travel</b>	Up to 20%, including school sites, conferences, and pilot visits.
<b>Salary Range</b>	\$50,000 to \$65,000 CAD annually, commensurate with experience.	<b>Status</b>	Working draft
<b>Primary Focus</b>	Implementation of the Inclusion Strategies pilot and school partnerships.	<b>Secondary Focus</b>	Program support, relationship development, and renewal support.

## About WITS Foundation

WITS Foundation is a federally registered Canadian charity established in 1998. For more than 25 years, WITS has helped children and youth build healthy relationships through inclusive, community-based educational initiatives that promote empathy, respect, reconciliation, and practical strategies for preventing peer victimization, including bullying and discrimination.

Our programs include WITS, WITS LEADS, Pink Shirt Day Canada, the Pink Shirt Project, and emerging inclusion-focused programming developed with educators, students, families, communities, and research partners. WITS works with schools across Canada in English and French while maintaining strong roots in Victoria and British Columbia.

## Purpose of the Role

The position is a practical, relationship-centred implementation lead for WITS Foundation's school-facing work, with a major focus on the Inclusion Strategies pilot program. The role will help recruit and support pilot schools, coordinate educator participation, prepare materials and logistics, support implementation in classrooms, gather feedback, and ensure schools feel informed, respected, and well supported throughout the process.

The Coordinator will still help strengthen school relationships and identify opportunities for long-term engagement with all Foundation programming, with a primary emphasis on successful pilot delivery. Building trusted partnerships, bilingual communication, and careful follow-through are essential.

## Core Responsibilities

### Pilot Program Implementation and Educator Support (approx. 45%)

- Coordinate the implementation of the Inclusion Strategies pilot with participating schools, educators, and project partners.
- Support school recruitment, onboarding, scheduling, materials distribution, and ongoing implementation check-ins.
- Help organize online and in-person design conversations, educator workshops, school visits, classroom observations, and feedback activities.
- Work with educators to ensure pilot materials are practical, age-appropriate, inclusive, and usable in real school settings.
- Coordinate feedback from educators, students, families, and community partners through surveys, facilitated discussions, focus groups, and implementation notes.
- Maintain clear records of pilot activities, school participation, feedback themes, consent-related requirements, and follow-up actions.

### School and Community Partnerships (approx. 25%)

- Build and maintain warm, professional relationships with principals, teachers, counsellors, district staff, community partners, and other stakeholders.
- Serve as a reliable first point of contact for participating pilot schools and, where appropriate, for schools using the Foundation's resources.
- Represent WITS Foundation in a way that reflects its commitment to inclusion, reconciliation, kindness, accountability, and evidence-informed practice.
- Support relationships with partners such as Royal Roads University, Indigenous partners, school districts, community organizations, and education stakeholders.
- Identify practical barriers faced by schools and help the team adjust implementation supports, timelines, and communications accordingly.

**Communications, Training and Presentations (approx. 15%)**

- Deliver clear, engaging bilingual presentations, webinars, and orientation sessions for educators and school partners.
- Prepare and adapt communications, one-pagers, follow-up messages, presentation notes, and school-facing materials in English and French.
- Support educator training and implementation conversations with warmth, patience, and respect for busy school environments.
- Help communicate the value of WITS programming without relying on a hard-sell approach.

**Administration, Data and Reporting (approx. 15%)**

- Maintain accurate CRM or project records, including school contacts, interaction history, site status, commitments, timelines, and next steps.
- Coordinate meeting logistics, travel arrangements, honoraria information, materials, files, and related administrative details.
- Provide implementation data, anecdotes, feedback summaries, testimonials, and impact information for grant reporting and organizational learning.
- Use AI tools and automation thoughtfully to reduce administrative burden while protecting privacy, accuracy, and the human quality of school relationships.

**Required Qualifications**

- Bilingual English/French fluency is required, including the ability to communicate professionally with educators in writing, by phone, online, and in presentations.
- Must be based in Victoria, BC or able to work regularly from Victoria, with availability for school visits locally and anywhere in Canada, partner meetings, and community events.
- Three or more years of experience in program coordination, school partnerships, community engagement, education, nonprofit service delivery, or a related relationship-focused role.
- Strong understanding of, or direct experience with, Canadian K-12 school environments and the realities facing educators and school administrators.
- Excellent interpersonal skills: able to build trust, listen carefully, adapt communication style, and follow through reliably.
- Strong organization, scheduling, documentation, and detail-management skills in a role involving multiple partners and moving timelines.
- Comfort with public speaking, virtual facilitation, school presentations, and representing an organization professionally.
- Ability to work independently in a small team while staying aligned with project priorities, ethics, confidentiality, and organizational values.
- Canadian work authorization and willingness to travel domestically as required.

**Preferred Qualifications**

- Experience with pilot programs, grant-funded initiatives, participatory action research, evaluation, feedback collection, or focus-group coordination.
- Familiarity with social-emotional learning, anti-bullying, discrimination prevention, inclusion strategies, child development, or trauma-informed practice.
- Experience working respectfully with Indigenous partners, newcomer communities, families, youth, and/or equity-deserving communities.
- Experience with CRM platforms, project management systems, online survey tools, presentation tools, and responsible use of AI-assisted workflows.
- Background in nonprofit communications, educator training, curriculum implementation, community partnerships, or bilingual program support.

**Core Competencies**

**Independent and disciplined:** You turn good intentions into organized action, clear timelines, well-supported participants, and completed follow-up.

**Relationships:** You lead with respect, responsiveness, and credibility, understanding that educators are busy and schools are complex.

**Cultural humility and inclusion:** You approach diverse communities with curiosity, care, and a commitment to belonging and reconciliation.

**Communication:** You can explain a program clearly, facilitate a discussion, write a strong follow-up email, and adapt your message for different audiences in English and French.

**Problem-solving:** When schedules change, teachers need help, or a partner raises a concern, you find practical ways forward.

**Integrity:** You represent a children's charity and a research-informed pilot. You protect trust, confidentiality, and the dignity of participants.

**What We Offer**

- Provided the project is completed with excellence, the candidate has the opportunity to transition to a leadership role.

- Salary range of \$50,000 to \$65,000 CAD annually, commensurate with experience; benefits, vacation, and professional development to be confirmed in the final posting.
- A role with direct impact on children, educators, and schools working to reduce discrimination and strengthen belonging.
- A small, mission-driven team where the Coordinator’s judgment, relationships, and field insight will matter.
- Meaningful involvement in a pilot program designed to inform future WITS inclusion programming across Canada.

### **How to Apply**

Send a resume and brief cover letter to [exec@witsprogram.ca](mailto:exec@witsprogram.ca) with the subject line “School Partnerships & Pilot Implementation Coordinator - [Your Name].” In the cover letter, please describe your bilingual experience, your connection to school or community-based implementation work, and why WITS Foundation’s mission is meaningful to you.

Shortlisted candidates may be asked to complete a brief bilingual communication exercise and participate in a scenario-based interview focused on pilot implementation, educator support, relationship-building, and practical follow-through.

WITS Foundation is committed to equity and inclusion in hiring. We welcome applications from all qualified candidates, including Indigenous peoples, members of visible minorities, persons with disabilities, and members of the 2SLGBTQ+ community.