

Employment Opportunity | Heritage Education Program Coordinator (Black & Racialized Communities) – Justice Services

Organization: Truly Alive Youth and Family Foundation Inc.

Position Title: Heritage Education Program Coordinator – Justice Services

Department: Justice Services

Reports To: Manager, Justice Services

Employment Type: Full-time

Salary: \$27.00

1. Position Summary

Truly Alive Youth and Family Foundation Inc. is seeking a dedicated, culturally responsive, and community-focused Heritage Education Program Coordinator (Black and Racialized Communities) – Justice Services to coordinate, develop, and deliver heritage education and justice-related programming that promotes cultural identity, historical awareness, equity, inclusion, community empowerment, and positive engagement with the justice system.

The position focuses on supporting Black and racialized youth, adults, families, and communities by providing educational opportunities that recognize their histories, cultural contributions, lived experiences, and the barriers they may encounter when accessing justice-related services. The coordinator will develop and facilitate programs that explore Black heritage, racial and cultural identity, anti-Black racism, systemic discrimination, human rights, restorative justice, civic engagement, and the relationship between heritage, community well-being, and justice.

Working collaboratively with community organizations, schools, cultural associations, justice-sector partners, and social service providers, the coordinator will promote accessible and inclusive learning opportunities that strengthen participants' sense of belonging, leadership, self-advocacy, and community participation.

The successful candidate will demonstrate strong program coordination and facilitation skills, an understanding of the experiences and needs of Black and racialized communities, and a commitment to advancing equity, cultural understanding, and fair access to justice through education and community engagement.

2. Key Responsibilities

A. Heritage Education and Cultural Programming

- Develop, coordinate, and deliver heritage education programs that recognize and celebrate Black history, African and Caribbean heritage, and the histories, cultures, achievements, and contributions of diverse racialized within Federal institutions.
- Design workshops, presentations, educational resources, discussion forums, and community learning activities that promote cultural awareness, identity, belonging, and historical understanding.
- Incorporate learning themes related to Black and ethnocultural heritage, migration, community leadership, cultural traditions, civil rights, human rights, anti-racism, and social justice.

- Develop age-appropriate and culturally responsive learning materials for youth, families, adults, educators, and community groups.
- Facilitate meaningful discussions that encourage critical thinking, intercultural understanding, respect, empathy, and constructive dialogue.
- Collaborate with cultural leaders, historians, educators, community elders, artists, and other knowledge holders to strengthen the relevance and authenticity of program content.
- Ensure that heritage education activities are inclusive, respectful, accessible, and responsive to the diversity of experiences within Black and racialized communities.
- Review program materials regularly to reflect community perspectives, participant feedback, and emerging educational priorities.

B. Justice Services Education and Awareness

- Coordinate educational initiatives that increase awareness of justice-system processes, human rights, legal rights and responsibilities, and available community-based services.
- Develop learning opportunities that explore the relationship between race, heritage, identity, systemic discrimination, and experiences within justice-related systems.
- Facilitate educational activities addressing anti-Black racism, racial profiling, discrimination, equity, procedural fairness, and barriers to accessing justice.
- Promote awareness of restorative justice, conflict resolution, accountability, diversion, rehabilitation, and community-based approaches to addressing harm, where appropriate.
- Connect participants with reliable information about legal aid, community legal clinics, victim services, youth services, counselling, and other relevant supports.
- Collaborate with justice-sector professionals and community partners to provide accurate and accessible justice-related information.
- Support educational initiatives that encourage positive decision-making, civic participation, community safety, and constructive responses to conflict.
- Refer participants to qualified legal professionals or specialized service providers when their needs fall outside the coordinator's role or expertise.

C. Black and Racialized Youth and Family Engagement

- Develop and coordinate educational programs that strengthen cultural identity, self-esteem, leadership, resilience, and belonging among Black and racialized youth.
- Engage families and caregivers in activities that promote cultural understanding, positive youth development, family communication, and community connection.
- Create safe and welcoming spaces where participants can explore experiences of identity, discrimination, belonging, and social inclusion.
- Support youth leadership, mentorship, peer learning, and intergenerational activities that celebrate heritage and encourage positive community participation.
- Coordinate educational initiatives that help youth understand their rights, responsibilities, available supports, and options when facing justice-related challenges.
- Collaborate with youth workers, educators, family support professionals, and community organizations to identify participant needs and coordinate appropriate referrals.
- Encourage participation by individuals and families who experience barriers related to racism, language, socioeconomic circumstances, or limited access to services.
- Promote positive relationships, informed decision-making, accountability, and constructive conflict-resolution skills.

D. Anti-Racism, Equity, and Community Empowerment

- Integrate anti-racism, cultural humility, equity, diversity, and inclusion principles into all relevant program activities.
- Promote awareness of the historical and contemporary experiences of Black communities and other racialized populations in Canada.
- Facilitate educational discussions about systemic barriers, racial discrimination, social exclusion, representation, and equitable access to public services.
- Support initiatives that empower participants to understand their rights, access appropriate resources, and advocate for themselves and their communities.
- Encourage respectful dialogue and collaboration across cultures and generations.
- Work with community partners to identify gaps in educational resources and justice-related services affecting Black and racialized populations.
- Help develop community-informed approaches that strengthen trust, participation, and understanding between communities and justice-sector institutions.
- Ensure that program delivery recognizes the diversity of racialized communities and avoids treating their experiences as identical.

E. Program Planning and Coordination

- Coordinate program logistics, including venues, materials, participant registration, facilitators, guest speakers, and community presentations.
- Organize heritage celebrations, educational forums, workshops, panel discussions, cultural events, and justice-awareness activities.
- Ensure activities align with organizational priorities, approved work plans, funder requirements, and applicable policies.
- Identify operational challenges and recommend improvements to program delivery and participant engagement.
- Assist with program proposals, funding applications, partnership plans, and other administrative activities as assigned.

F. Community Outreach and Partnership Development

- Build and maintain relationships with Black and racialized community associations, schools, cultural groups, legal clinics, justice-sector partners, and social service providers.
- Conduct outreach to increase awareness of heritage education and justice-services programs.
- Identify opportunities for collaborative projects, community workshops, mentorship initiatives, cultural events, and public education campaigns.
- Consult with community members and relevant stakeholders to identify educational priorities and service needs.
- Represent Truly Alive Youth and Family Foundation Inc. at approved meetings, community consultations, conferences, and public events.
- Maintain regular communication with partner organizations and coordinate referrals and joint activities.
- Promote community participation and support the development of culturally responsive service networks.
- Identify opportunities to strengthen access to justice-related information and educational resources for Black and racialized communities.

G. Program Monitoring, Evaluation, and Reporting

- Establish program objectives, activities, participation targets, and intended outcomes in collaboration with organizational leadership.
- Monitor attendance, participant engagement, educational activities, and program progress.
- Collect participant feedback and evaluate the effectiveness, accessibility, and cultural relevance of program activities.
- Prepare regular reports outlining program accomplishments, challenges, outcomes, and recommendations.
- Maintain accurate records of workshops, referrals, partnerships, educational resources, and community engagement activities.
- Assist with funder reporting, program evaluations, performance measurement, and organizational accountability requirements.
- Use evaluation findings to improve program design, educational content, and delivery methods.
- Track outcomes related to cultural awareness, participant knowledge, community engagement, and access to relevant resources, where appropriate.

H. Safeguarding, Confidentiality, and Professional Conduct

- Maintain confidentiality and handle participant information in accordance with organizational policies and applicable privacy requirements.
- Follow safeguarding procedures when working with youth, families, and vulnerable participants.
- Obtain appropriate consent for participation, information sharing, photography, and other activities where required.
- Maintain appropriate professional boundaries and demonstrate sound judgment when addressing sensitive cultural, racial, family, or justice-related issues.
- Follow established procedures for reporting incidents, responding to safety concerns, and escalating urgent support needs.
- Participate in staff meetings, supervision, professional development, and relevant organizational training.
- Uphold the values, mission, and professional standards of Truly Alive Youth and Family Foundation Inc.

3. Qualifications and Requirements

Education

- Diploma or degree in Education, Heritage Studies, History, Social Sciences, Community Development, Social Work, Justice Studies, Criminology, Sociology, or a related field.
- An equivalent combination of education, relevant experience, community-based knowledge, and demonstrated competencies may be considered.

Knowledge and Understanding

- Understanding of Black heritage, cultural identity, and the histories and experiences of diverse racialized communities.
- Awareness of anti-Black racism, systemic discrimination, racial inequities, and barriers to accessing justice and social services.
- Knowledge of culturally responsive, trauma-informed, strengths-based, and participant-centred approaches.

- Familiarity with community-based justice services, restorative justice, youth diversion, reintegration, conflict resolution, and related support systems is an asset.
- Understanding of community resources, referral pathways, human rights, and relevant safeguarding practices.
- Awareness of the diversity of experiences, histories, languages, and cultural perspectives within Black and racialized communities.

4. Core Competencies

The successful candidate will demonstrate:

- **Cultural knowledge and responsiveness:** Ability to incorporate Black heritage and diverse racialized perspectives respectfully into educational programming.
- **Anti-racism and equity leadership:** Commitment to identifying and addressing barriers that affect equitable participation and access to justice.
- **Program management:** Ability to plan, coordinate, deliver, and evaluate educational initiatives effectively.
- **Educational facilitation:** Ability to create engaging, accessible, and meaningful learning experiences.
- **Community engagement:** Ability to build partnerships and encourage participation by community members and stakeholders.
- **Justice awareness:** Understanding of justice-system education, community resources, restorative approaches, and barriers experienced by racialized populations.
- **Communication and collaboration:** Ability to work effectively with diverse individuals, organizations, and professional partners.
- **Accountability and integrity:** Commitment to confidentiality, ethical conduct, accurate reporting, and responsible resource management.
- **Adaptability and initiative:** Ability to respond to evolving community needs and continuously improve program delivery.

Working Conditions

The Heritage Education Program Coordinator will work in a community-based service environment and may provide support in an office, community setting, partner agency, or other appropriate location. The role involves client meetings, outreach activities, referrals, interagency collaboration, and occasional travel.

The successful candidate must be able to maintain professional boundaries, follow organizational safety procedures, and seek supervision or support when needed.

How To Apply: Resume and cover letter to be sent to the attention of the Nuru Nyoni, Manager – Justice Services, TAYFFI at info@trulyalivefoundation.org before close of business on Tuesday, October 27, 2026

NOTE: We thank all applicants for their interest. Only candidates selected for an interview will be contacted.