

EMPLOYMENT OPPORTUNITY

COORDINATOR | FINANCE & ADMINISTRATION

APPLICATION CLOSING DATE: **FEBRUARY 2 2026 @ 10:00 AM PT**

FAQS

APPLICATION PROCESS INFORMATION:

- Watch *In the Circle: Meet the Team* - Zoom recording*

*Optional - email dena@circleonphilanthropy.ca to request link. Link will be available as of January 5, 2026.

- Submit complete application no later than 10am PT, February 2 2026

ONLY COMPLETE APPLICATIONS FOLLOWING SPECIFIED GUIDELINES WILL BE CONSIDERED

- Application review February 3 - 5 2026
- Notify all applicants by end of day PT, February 5 2026
- First interviews February 11, 12 2026
- Second interviews February 18, 19 2026 (if needed)
- Position signed off by March 9 2026
- Expected start date April 7 2026 (some flexibility)

WHAT CAN YOU LEARN VIA **IN THE CIRCLE: MEET THE TEAM - ZOOM RECORDING?**

Learn more about our organization and how we roll. You'll hear about why this work matters to us and where we imagine this year will take our team. We'll provide insight into our work culture, style, and this specific coordinator position for finance and administration. If you'd like to apply but are wondering about the people you'd be working closely with - this is a great opportunity to suss us out and to see if you could imagine spending a lot of time with us. ***Viewing is optional.**

WHAT'S A SEASONAL APPROACH TO WORK?

We strive to be in alignment with the principles of Abundance, Reciprocity, Accountability and Curiosity and use them to guide our decision making and movement toward a shared future. These principles are naturally aligned with our seasonal pathway approach to governance and operations where we steward our work, relationships and accountabilities based on the spirit of each season - Winter, Spring, Summer and Fall.

Each season is stewarded by a Director or Manager whose busiest season is the one they steward, while being supported by the team to engage and contribute to the activities of other seasons. Winter season is work focused on administration, operations, infrastructure and integration. Spring is focused on emerging priorities, new partnerships and communications. Summer is a time for presence, creation, and connection to kin, land and water. This is a time that we uphold accountability and what it means to our Indigenous members and The Circle's community. Fall is our time for bringing forward the lessons of the seasons before, making visible the bounty of our shared learning and research efforts with partners.

We embody the wisdom of a seasonal approach because it enables wellbeing, spaciousness and an orientation toward learning. It allows us to aspire toward a shared leadership atmosphere for our board, staff, partners and members.

WORK FROM HOME

We currently work from home. We are aware that working from home brings with it added complexities re: work life balance, use of space, and a lot of personal discipline. We provide a generous WFH stipend to ensure that staff have a suitable work space in their home - including a good ergonomic set up to support body well-being - and supplies required to do their work, including hardware and software provided by the organization. We also have access to shared office locations with partner organizations in Toronto and Vancouver where team members can sometimes access a workspace by request.

LIKELY INTERVIEW QUESTIONS

Here are samples of the questions we're likely to ask during first interviews. We share them here to honour the value of doing deeper thinking to respond more fully to questions like these:

- Share a story about your community, who are they, where do they reside and who else calls you kin

- What excites you most about The Circle and/or supporting finance and administration?
- What does accountability mean to you? How might this inform your contribution to winter stewardship?
- What are the practices that keep you energized, nourished and connected?
- Share examples of approaches to collaboration you've used to build, deepen and sustain relationships amongst different audiences
- Share examples of how your approach to operations and financial management, and supporting governance, is informed by your wisdom as an Indigenous person or your direct experience in Indigenous communities

FIRST 90 DAYS

The first 90 days at The Circle will be a lovely ride - a time for connecting with team members, getting oriented to our systems, and developing your pathway for systems integration and implementation using tools like Asana, Xero, GSuite and Salesforce. Your first week will be an orientation to our existing policies and systems and setting up your email, doing some internal set up, and getting your home office ready. Week 2 will consist of meeting team members, learning more about our programming and how our operations policies, procedures and processes support this work, and beginning to practice at a new pace while you continue orienting to the organization. In weeks 3 and 4, we'll carry on with some team building, integrating your growing knowledge of the organization through applied learning, and work plan development for the coming year.

This is just a small taste of the variety of work, expectations and opportunities this role will encompass in the first 90 days among other duties. While we don't expect perfection or encourage a culture of overwhelm, we do bring focus, intention and energy to moving through our days together with high trust and value on following through while honouring family, community and cultural responsibilities.

STILL HAVE QUESTIONS?

You can learn more about our work by reading or listening to the following:

- [The Circle's Year in Review: SPRING 2024 - FALL 2025](#)
(especially Pathway Toward a Shared Future, on page 7)
- [Staff Wellness Bundle](#)
- [Not your typical conference: Insights about hosting from The Circle's All My Relations gathering](#)
- [The I4DM Definitional Matrix](#)