



1. Position and Duties

The Employee is employed as a Part-Time Outreach and Relationship Development Coordinator. The Employee's primary responsibilities include, but are not limited to:

- Traveling to Indigenous reserves to develop and nurture relationships with key decision-makers and staff.
- Promoting IskoteW's programs and services to Indigenous communities.
- Securing contracts and funding opportunities to support IskoteW's mission.
- Building a network of key contacts within Indigenous communities to foster long-term partnerships.
- Identifying opportunities to implement programs within First Nation communities and collaborating to develop and deliver these programs effectively.
- Preparing and delivering presentations to potential partners, clients, and community groups.
- Finding opportunities to grow IskoteW's business through relationship-building and strategic outreach.
- Providing ongoing support and communication with partners to strengthen collaboration.
- Sending biweekly progress reports via email and meeting with the Employer once per month for performance reviews.

2. Performance Expectations

1. The Employee must secure at least three (3) programs per quarter or generate a minimum of \$30,000 in revenue quarterly.
2. Failure to meet performance targets may result in review and possible termination of the contract.

3. Compensation

1. Base Salary: \$20,000 per year, paid monthly or as otherwise agreed upon in writing.
2. Commission: The Employee will receive a commission of 10% of the gross revenue generated for every program obtained through their efforts.



3. The commission will be calculated and paid within 30 days of the Employer receiving payment for the relevant program.

4. Hours of Work

1. Hours of work are flexible, provided that the Employee meets the outlined performance expectations.
2. The Employee must be available for scheduled monthly review meetings and communicate their general availability.

5. Tools and Transportation

The Employee must provide their own transportation, laptop, and cell phone for the duration of employment. Any related expenses are the responsibility of the Employee unless otherwise agreed upon in writing.

6. Expenses and Reimbursements

The Employer will reimburse reasonable expenses incurred by the Employee, provided they are pre-approved and supported with proper documentation:

- Mileage Reimbursement: The Employee will be reimbursed at 72 cents per kilometre for the first 5,000 kilometres driven on work-related travel within the provinces, and 66 cents per kilometre for each additional kilometre.
- Meals and Incidental Expenses: The Employee will be reimbursed a flat rate of \$23 per meal, up to a maximum of \$69 per day, for work-related travel without the need for receipts.
- Accommodation: The Employer will cover accommodation expenses based on the CRA-approved rates for travel beyond an agreed-upon distance from the Employee's home. Specific rates and conditions will be determined in consultation with Iskotew personnel prior to travel.

7. Term and Termination

1. Term: This Contract is effective as of [Start Date] and will continue unless terminated as outlined below.
2. Termination by the Employer: The Employer may terminate this Contract at any time by providing two (2) weeks' written notice or payment in lieu of notice.
3. Termination by the Employee: The Employee may terminate this Contract by providing two (2) weeks' written notice to the Employer.



4. Immediate Termination: Either party may terminate this Contract immediately for just cause, including breach of contract, misconduct, or failure to perform duties satisfactorily.

8. Reporting and Reviews

1. The Employee is required to submit biweekly progress reports via email to the Employer.
2. A monthly performance review meeting will be conducted to assess progress, provide feedback, and discuss opportunities for improvement.

9. Confidentiality and Non-Disclosure

The Employee agrees to maintain the confidentiality of all information related to IskoteW's operations, clients, and programs during and after their employment.

10. Governing Law

This Contract shall be governed by and interpreted in accordance with the laws of the Province of Saskatchewan and the applicable federal laws of Canada.

11. Entire Agreement

This Contract constitutes the entire agreement between the parties with respect to the Employee's employment and supersedes all prior agreements and understandings.

12. Amendments

Any amendments to this Contract must be made in writing and signed by both parties.

13. Contract Review

This Contract will be subject to a performance and effectiveness review after a period of three (3) months from the start date. Based on the outcomes of this review, adjustments to terms, responsibilities, or compensation may be made as agreed upon by both parties.

If you are interested in applying, please email us your resume to tinisha@iskotewtraining.ca and maverick@iskotewtraining.ca