



Shoonyaa Wa-Biitong Employment Opportunity

Youth Programs Coordinator – Eastern Area/Agency #1 Office

Permanent full-time position - 37.5 hours/week, Monday – Friday

Benefits: Health 100% covered by employer

Pension: Up to 5% matched by employer

Salary range: \$63,700 - \$68,958.50

Position Overview:

The Youth Programs Coordinator is responsible for promoting and delivering youth programs for Treaty #3 youth in collaboration with partner organizations. This role consults with youth and organizations that represent youth to determine their needs and assist in the evaluation and development of programs in response to those needs. They promote and deliver Shoonyaa Wa-Biitong youth programs, continually striving to contribute to the youth workforce that is the future for economic growth and stability within the communities.

Core Responsibilities:

- Program Promotion and Delivery
- Client and Community Engagement
- Data Compilation and Reporting
- Collaboration and Networking

Qualifications:

- Completed or registered in a career-related post-secondary program such as counselling, social work, etc.
- Posses a valid driver's license and have a reliable vehicle for travel
- Treaty#3 membership is an asset
- Proficiency in computer programs such as Outlook, Word, Excel, PowerPoint, Adobe,
- Strong interpersonal and public communication skills
- Self-motivated and able to work independently
- Strong moral and ethical values, along with a commitment to privacy and confidentiality
- Capable of planning, organizing, and coordinating community-based events using community resources
- Understanding of Indigenous history, traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services
- Ability to speak Anishinaabemowin is an asset
- Familiarity of Anishinaabe communities and organizations; experience working for an Indigenous organization.

Application Instructions: Please submit your cover letter, resume and three work-related references with permission to contact to:

Melanie McPherson, Administration Lead, Shoonyaa Wa-Biitong

email: melanie.mcpherson@shoonyaa.org **Subject Line:** Youth Programs Coordinator

Deadline: this position is open until a suitable individual is identified.

We thank all applicants but only those selected for an interview will be contacted. Interviews are in person only.