

Program Coordinator
1-year Fixed Term Contract starting April 2019
Full Time
Yellowknife, NT

\$60,000-\$75,000 (Dependent on experience) + Comprehensive benefits package

Northern Youth Leadership (NYL) is a project on Tides Canada's Shared Platform. NYL brings together youth from across the NWT and the Canadian Arctic for remote land-based programming to develop leadership skills, life skills, emotional resiliency, and to challenge self-imposed limitations. Tides Canada is dedicated to a healthy environment, social equity, and economic prosperity for all Canadians. We bring giving, investing and doing under a single roof so that we can accelerate positive change, achieve greater impact and advance solutions across Canada.

Position Overview

NYL is seeking a Program Coordinator (PC) to assist with a range of administrative and program coordination tasks and to provide follow-up and outreach support to youth participants. The PC will assist the Project Director (PD) with all aspects of planning, implementing and evaluating NYL's remote wilderness programming. This includes camp logistics, assessing and managing risk, applying for funding, maintaining budgets, writing reports, building partnerships, and developing and adapting camp content. The PC will also provide case management and follow-up support to youth participants including connecting them with available support resources at the community, territorial and national levels. In collaboration with the PD, the PC will mentor youth staff including training and performance coaching. The Program Coordinator is supervised by and reports to the PD, and ultimately the NYL Steering Committee. Given the specification by the funding authority, GNWT ECE Wage Subsidy Program, to be eligible, candidates must be NWT residents.

We recognize that many excellent candidates may not meet every requirement listed below, therefore if you are excited about this position and think you would do a great job and meet many of the requirements, we encourage you to apply!

Key Responsibility Areas:

Program Coordination and Administration

- Plan and coordinate NYL land-based programming and youth outreach activities
- Actively seek out new opportunities and assist with proposal writing and donor reporting
- Assist in the preparation, monitoring and reporting of program budgets
- Develop strategies for increasing awareness of NYL programming including informing community contacts about NYL program offerings
- Develop and nurture positive working relationships with key stakeholders including program participants, parents, part-time staff, volunteers, partners, community agencies and service providers
- Manage NYL's social media content across its platforms (Facebook, Twitter, Instagram)
- Engage with and implement NYL's program monitoring and evaluation system
- Participate in full cycle HR process with employees and volunteers as necessary, including: recruitment, orientation, training, development, and performance management

Land-Based Program Implementation

- Assist with and oversee program preparation including purchasing and packing supplies, liaising with guardians, and updating risk management documentation
- Supervise youth and deliver camp activities during remote wilderness programming lasting 1-3 weeks in length, often in remote areas
- Engage Elders and Indigenous Knowledge Holders in traditional cultural programming
- Demonstrate and instruct physical activities including hiking, paddling and swimming
- Manage all risks while on camp including wildlife awareness, participant behaviour, and adverse weather conditions
- Responsible for the health and safety of all campers, volunteers and staff including their social and emotional well-being
- Navigate and lead flat-water canoe trips choosing safe camp sites along the way
- Understand and implement all NYL policies and procedures and follow all safety guidelines associated with the camp and all program areas
- Oversee the unpacking and cleaning of all supplies and ensuring that the storage unit is organized and easily accessible

Youth Outreach

- Support and empower youth to create action-oriented wellness plans
- Provide real-time support in-person and through telephone and email
- Facilitate access and connect youth with resources at the community, territorial and national level, assist with systems navigation, and advocate for youth
- Implement a case management system with accurate and up-to-date records
- Maintain a Facebook group for past participants to connect, share stories and problem solve as a team

Qualifications:

Education and Experience

- 3+ years experience in outdoor recreation
- 3+ years experience working with youth from diverse backgrounds
- 2+ years experience developing, planning, promoting and implementing events
- Successful completion of post-secondary education in a related field (e.g., Outdoor Adventure Leadership, Wilderness Recreation, Education, and Social Work, etc.) is an asset but relevant combinations of experience and education will also be considered
- Experience in project management (budgets, strategy, accountability, etc.)
- Experience working on the land in remote areas under challenging environmental and insect conditions and experience working and camping in bear habitat
- Valid Driver's License
- Valid Wilderness First Aid or Wilderness First Responder certification
- Paddle Canada Lake Canoe Instructor Tandem Certification is an asset
- Paddle Canada Canoe Tripping Instructor Tandem and Solo Certification is an asset
- Mental Health First Aid and ASIST is an asset
- Ability to provide a criminal record and vulnerable sector check

Program Coordination Skills & Attributes

- Passion for working with youth in land-based contexts
- Organized, detail-oriented and efficient, with strong time management and prioritization skills
- Strong verbal and written communication skills
- Proficient in Microsoft Word, Excel, and Internet applications



NORTHERN YOUTH

- Ability to work independently and as part of a team in a fast-paced setting
- Self-starter who takes initiative and can work with minimal supervision
- Strong networking skills
- Willingness to learn and ability to follow direction and structure
- Ability to interact tactfully, respectfully, and non-judgmentally with everyone (colleagues, youth and general public)
- Knowledge of Northern social and cultural context as it pertains to youth
- Strong collaborative leadership and conflict resolution skills
- Ability to act as a positive role model and mentor to youth
- Knowledge of case management, reporting procedures and responsibilities and the ability to work within those systems
- Ability to manage crisis and adverse situations with staff, youth and families
- Experience with grant management
- Experience with staff training and performance management

Land-Based Skills and Attributes

- Experience with the planning, logistics and camp preparation of extended remote wilderness trips
- Ability to manage other people in a wilderness setting through exceptional skills such as risk management, decision-making, leadership and team building
- Ability to spend days or weeks on the land under unfavourable weather conditions
- Strong paddling skills
- Experience teaching youth to paddle is an asset
- Strong map reading and navigation skills including experience with GPS, inReach, and Satellite phones is an asset
- Given the nature of the role, at times, this position requires additional working hours that cannot be foreseen or formally outlined
- Can perform a range of physical movements such as; semi – reaching to full-reach overhead, crouching, kneeling, shovelling, working in narrow and/or confining spaces underground, overhead, and at ground level, twisting of the waist, shoulders, and legs, and lying on stomach and/or back
- Must have the physical ability to lead and participate in ALL camp activities which include, but are not limited to the following;
 - Outdoor adventure/camping trips lasting 1 – 3 weeks in duration
 - Full day hikes (up to 10 hours)
 - Full day paddling excursions (Portage canoeing)
 - Swimming
 - Team building initiatives
 - Building campfires
 - Physical games, and activities
- Must be capable of lifting/carrying reasonably heavy loads up to a 50lbs (moving equipment when required, carrying First Aid and Emergency Equipment)
- Be comfortable with traversing challenging and uneven terrain under unfavourable weather and insect conditions
- Be comfortable working in conditions that will create dirt and dust
- Have a good attitude, work ethic and endurance; camp days can be up to 12 hours long

Required Equipment

- Personal camping equipment including all weather clothing, warm sleeping bag, Thermosets etc.

Working and Living Conditions

- Due to the nature of the role, the position should expect to work some weekends and overtime hours with a positive and willing attitude.
- Land-based accommodation and meals are provided during camps. The successful candidate will be responsible for their own accommodations and living expenses, between and after camps.

How to Apply

With "Application for Project Coordinator" in the subject line, please email your resume and cover letter with your responses to Ali McConnell, director@northernyouth.ca, by **Friday March 22, 2019**. Thank you.

**For more information about Northern Youth Leadership and Tides Canada, please visit:
www.northernyouth.ca <http://tidescanada.org/projects>**

As Northern Youth Leadership is a project of Tides Canada, the selected candidate will be an employee of Tides Canada. Tides Canada is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer. Tides Canada will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation. Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted