



**Katimavik**



**WE ARE HIRING**

## Job Opportunity

<b>POSITION</b>	National Experience Participant Recruitment Officer
<b>TERM</b>	Full time
<b>LOCATION</b>	Montreal area preferred but potential to be anywhere in Canada and work from home

Katimavik has been offering development and leadership activities to Canada's youth since 1977. Our approach is based on the development of long-term, mutually beneficial, relationships between volunteers and local communities. Katimavik programs offer life-changing opportunities to Canada's youth through experiential learning that allows them to gain life and career skills to thrive in today's world. Katimavik's vision is to inspire these youth to build inclusive and accepting communities comprised of people from all backgrounds, ethnicities, cultures, and religions. This vision includes collaboration with other organizations to foster understanding, respect, and reconciliation with Indigenous peoples.

### POSITION OVERVIEW

Katimavik is seeking a highly motivated, organized, and innovative person to join our team as Participant Recruitment Coordinator. This position is responsible for recruiting the youth Participants for the National Experience Program, and will engage with under-represented communities to ensure the most suitable candidates become Participants.

This is a bilingual position. A knowledge of Indigenous languages would be appreciated.

### DUTIES AND RESPONSIBILITIES

- Source, recruit, screen, and select potential Participants who are between 17 and 25 years of age, of diverse and varied background, and legally residing in Canada.
- Promote the National Experience Program to youth, organizations, secondary, and post-secondary institutions.
- Establish and maintain a network of community resources for sourcing and recruiting Participants.

# JOIN OUR TEAM

- Foster meaningful relationships with Indigenous communities and organizations to ensure Indigenous youth are aware of, and apply to, the National Experience.
- Represent the National Experience Program at conferences, job fairs, and youth events, and coordinate Alumni for representation at these events.

## QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Recruiting experience.
- Previous experience working with youth.
- A strong understanding of issues of equity, and the ability to recruit and support youth from historically under-serviced communities, including Indigenous and racialized communities.
- A positive, solutions-based attitude and the ability to learn quickly.
- Well organized with a keen attention to detail.
- Strong time management skills.
- Proficiency in Microsoft Office.
- Strong written and oral communication skills in English and French. Note that this is a bilingual position.
- Previous experience in public speaking and in engaging the public.
- Knowledge of Indigenous languages considered an asset, but not required.
- Ability to work evenings and weekends, on occasion and as required.
- Driver's license.

Salary - \$42,000 to \$45,000

## TO APPLY

Please send your cover letter and resume to [jobs@katimavik.org](mailto:jobs@katimavik.org). We appreciate all applications but will only be contacting those who are moving forward in the selection process.

**MAKE A  
DIFFERENCE!**

[katimavik.org](http://katimavik.org)

514-868-0898 | 1-888-525-1503

[jobs@katimavik.org](mailto:jobs@katimavik.org)

[@katimavik](https://www.instagram.com/katimavik)

[@katimavik\\_canada](https://www.facebook.com/katimavik_canada)