



# We are Hiring !

<b>POSITION</b>	Coordinator, Youth Employability
<b>TERM</b>	Permanent, 35-hour work week
<b>SALARY</b>	\$45 000 to \$50 000 per year
<b>LOCATION</b>	Halifax, NS or Québec City, QC

This role reports to the Program Manager, FuturePerfect. As the Coordinator, Youth Employability, you will be responsible for supporting the overall Katimavik experience for participants and Employment Partners in Katimavik's FuturePerfect program, with the goal of providing them with a meaningful learning and career development experience. This role includes in-community travel with an expectation of most work completed in the field engaging with Participants and Community and Employment Partners.

## WHO WE ARE

Since its inception in 1977, Katimavik has been a cornerstone of youth empowerment, community enrichment, and the vision for a more inclusive Canada. Guided by our unwavering belief in the potential of today's youth to shape tomorrow's world, we have adapted to emerging challenges while staying true to our founding principles. Being a member of Katimavik staff means embracing excellence, seizing untapped potential, and taking initiative. With robust standards and a vision of remaining a leader in youth empowerment, your contributions are vital for Katimavik to continue making a tangible impact on youth and communities from coast to coast to coast.

## WHY JOIN OUR TEAM?

- Be part of a national organization that help shape and develop diverse youth as engaged, caring citizens and capable contributors and leaders for a better Canada.
- Evolve in a dynamic and collaborative environment focused on constant enhancements, fostering understanding, respect, and reconciliation with Indigenous peoples and with Canada's other diverse cultures, regions, and the environment.
- Join a team that knows it can make more in the private sector but is committed to Katimavik's mission which includes acting in ways that benefit others, not just ourselves.



# Join our Team

## WHAT YOU'LL DO

### Participant Development and Support

- Create and facilitate Participant Orientation and workshops
- Coordinate FuturePerfect's job placement process from sourcing employment placements to supporting participants through the interview and hiring process
- Provide professional and personal support to Participants through one-on-one meetings and in-program workshops
- Attend evening or weekend house meetings and manage participant relationships and interpersonal challenges
- Ensure Participant travel to and from project community is safe and seamless

### Project Development

- Manage the registration process for participating employers.
- Support development and maintenance of reciprocal relations with community partner organizations and resource people who serve various project functions.
- Work with the Innovations department and engage with local Indigenous communities.
- Research and establish a network of resources in Program expansion locations (e.g.: language resources, transit passes, nearest amenities to housing, BeSafe App listings, etc.).
- Provide highlights and challenges overcome through a monthly reporting process.

### Community Engagement and Outreach

- Foster relationships with new and returning Employment Partners to provide engaging and varied placements for Participants.
- Research and promote local Participant development opportunities based on where participants are at when they join the program.
- Ensure Participant placements are beneficial to both Participant and Employment Partner by conducting on-site evaluations throughout the program.
- Prepare houses for participant arrival and ensure house inventory is kept up to date so all participants have access to necessary program-provided items.



# Join our Team

## YOU ARE THE IDEAL CANDIDATE IF

- You pursue excellence in your work, meticulously attending to details and taking initiative to realize untapped potential.
- Working with employers to provide opportunities for youth inspires you.
- Facilitating group sessions or workshops is your jam!
- You are driven to see youth succeeding through coaching or mentoring.
- You enjoy using databases (Salesforce) and Microsoft Office.
- You are flexible for some evening and weekend work.
- You are fluent in English (even better if you also have some French).
- A diversity in work stimulates you.
- You challenge yourself frequently.

## OUR OUTSTANDING BENEFITS INCLUDE

- 15 days per year personal sick time (non transferable from year to year)
- 15 vacation days per year
- Paid time off during the end-of-year office closer (Dec 25th to Jan 1st)
- All staff receive paid days off for provincial stat days in which any staff member lives (ex: St-Jean is for all staff not only employees based in Québec)
- Health Spending Account
- Healthcare plan
- Long-term disability insurance

## HOW TO APPLY

If you are interested in applying for this position, please submit your application through our [Careers Page](#). We appreciate all those who apply, however, only those who are moving forward in the selection process will be contacted.

*Katimavik is an Equal Opportunity Employer committed to the principles of equity and inclusive employment opportunities. Candidates from equity-seeking communities, including but not limited to Indigenous people, people belonging to a visible minority group, and 2SLGBTQIA+ people, will be seriously considered and are encouraged to self-identify in their cover letter.*