



## Program Coordinator - Employment Readiness

### **About Canada Bridges**

Bridges between communities. Bridges between cultures. Bridges between people. We believe that positive social change begins with human to human relationships. Bridges Social Development's (Canada Bridges) approach is aimed at leadership development and empowerment of youth and young adults under the age of 30, by connecting with, supporting and strengthening what already exists in communities. We believe that youth and young adults offer the greatest hope for positive change in our world today – and that all youth have potential and strengths but that they are sometimes hidden, due to systemic circumstances.

Our approach is initiated by way of community invitation and includes working closely with youth and young adults to support them in recognizing their potential, as well as with community partners who serve youth, to overcome barriers that keep youth from achieving meaningful futures for themselves and their communities. Currently we are being invited to work within refugee, immigrant and Indigenous communities in Calgary and throughout Treaty 7. Canada Bridges has a small paid staff and consultant team with a broad network of volunteer facilitators, community champions, and partners who all contribute to the work of unveiling youth potential in the communities we work with.

### **About the Role:**

This position reports directly to the Executive Director. Primary functions of this role are to coordinate and implement Canada Bridges' [Unveiling Youth Potential](#) (UYP) approach and programming in partnership with community based organizations and change leaders across Treaty 7, in Alberta, Canada. Development of these initiatives includes working directly with youth and young adults, as well as helping to build the capacity of partner organizations and community members to better support youth empowerment outcomes.

Increasingly, Canada Bridges is being invited to partner with Employment Readiness programs and organizations and we wish to further explore the synergistic nature of our work with these programs. While the core of this role remains focused on personal, community and change leadership development for youth, we are seeking an individual with interest, experience, background or training in career advising, employment coaching, or job retention support, to help further explore the connections and opportunities between our approach and these fields.

### **Main Duties Include:**

**Developing, coordinating and facilitating UYP workshops**– To be done in ongoing consultation with the ED and other Canada Bridges team members. This involves working with partners, particularly those within the Employment Readiness field, to develop and execute projects/approaches that will meet community needs, based on the concepts included in Canada Bridges' UYP program. The successful candidate will have strong facilitation experience and demonstrated innovation in participatory and experiential workshop design.

**Engaging with and supporting community champions** – Relationships are the center of every part of Canada Bridges’ work. The Program Coordinator will build long-term and meaningful relationships with youth and young adults, community members, leaders and partners to identify potential opportunities for collaboration on youth leadership development projects and as a basis for mutual learning and capacity development. It is important for the Program Coordinator to recognize that people are the priority, and be able to connect with unique individuals across a variety of ages, cultures and roles.

**Assessing and tracking impacts and learning** –As Canada Bridges is a learning organization, the Program Coordinator is responsible for supporting tracking, learning and evaluation processes to capture overall impacts and insights, in coordination with the Executive Director and other team members. Collecting individual and community stories is an important component of our evaluation process. As such, encouraging storytelling, and capturing stories that have been shared, in a respectful and meaningful way, is an important aspect of the Program Coordinator role.

**Specific activities include:**

- Designing and delivering UYP programs and services alongside community partners – engaging youth, sharing thoughts on program design, and facilitating interactive workshops which aim to broaden the youth understanding of their own potential and personal/community stories.
- Developing, refining and updating program resources and facilitation materials, to reflect changing contexts and applications. This includes tailoring Canada Bridges’ existing resources for youth and young adults who are actively pursuing employment readiness outcomes.
- Supporting community leaders and organizations to develop skills, resources and expertise needed to unlock the potential of youth population in general or in particular young adult leaders as identified.
- Regularly checking in with youth who have participated in our programs, to support, develop and nurture relationships and provide on-going mentorship support as they take steps along their path for creating a meaningful future.
- Providing regular updates, assessments and insights, as well as sharing learning and stories with our team about what is happening and what is needed in partner communities to support strategy development and refine our approach.
- Documenting impacts, outcomes and learning and supporting the writing of program specific funding requests, reports and evaluations.
- Co-facilitating and contributing to other Canada Bridges’ initiatives and programs as they emerge, including annual youth celebration event, film camps, and mentorship initiatives.
- Be part of strengthening our agency and internal capacity in areas where your passions, and interests best fit; this could include communications, evaluation design, information systems, fund development, etc.

Whether you are a new leader looking to prove yourself in a creative and highly emergent agency, or a seasoned veteran looking to use your talent and strengths in an innovative and adaptive organization, we would love to hear from you. While some experience is required, what is most important to us is that your values, beliefs and passions align with the heart of our work.

**Closing-date:** August 26, 2016, or when suitable candidate is found. Applications to be reviewed on an on-going basis.

**Anticipated Start Date:** September 19, 2016.

**Location:** This position is based in Calgary, but requires frequent travel throughout Treaty 7, in particular to the Siksika and Stoney Nakoda Nations. Access to a vehicle and a valid drivers license is required.

**Estimated Time Commitment:** Full-time (35-40hrs/week) - variable from month to month depending on the nature of work. Requires flexibility and availability on some weekends and evenings.

**Compensation:** To be negotiated based on experience level and qualifications. This is a one year (with option to renew) limited-term employee contract. *Note: this position does not include an employee benefit package.*

**To Apply:** Send your resume and cover letter to [alyssa@canadabridges.com](mailto:alyssa@canadabridges.com) with 'Program Coordinator – Employment Readiness' in the subject line. Make sure to include a cover letter explaining your personal interest in the work of Canada Bridges, and what skills and qualities you will bring to this position.

Canada Bridges is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.