

# Coady Institute

## Program Assistant, Pathy Foundation Fellowship

[www.coady.stfx.ca](http://www.coady.stfx.ca)  
[www.PathyFellowship.com](http://www.PathyFellowship.com)

### The Opportunity

Coady Institute and the Pathy Family Foundation are seeking a motivated recent Pathy Foundation Fellowship or OceanPath Fellowship graduate to join our team as the Program Assistant for the **Pathy Foundation Fellowship**. Reporting to the Coady Manager Youth Leadership Programs, the successful individual will assist the team with program promotion and marketing, alumnx engagement, impact evaluation and general program and administrative support to the Pathy Foundation Fellowship (PFF).

**This is a 70% FTE 13-month contract position** located at Coady Institute on the campus of St. Francis Xavier University in Antigonish, Nova Scotia, with some domestic travel, some time spent working remotely, some on campus at Coady, and potentially a portion of time to be spent at the Montreal offices of the Pathy Family Foundation. The position is scheduled to start in June 2022 for a period of 13 months.

### About Coady Institute

Located on the campus of St. Francis Xavier University, the Coady Institute is a global leader in citizen-led, community-driven, asset-based approaches to change. In collaboration with partners and change agents worldwide, the Institute works to strengthen local economies, build resilient communities, and promote accountable governance.

### About the Pathy Family Foundation

The Pathy Family Foundation is a private granting foundation that supports organizations that provide critical aid to meet basic human needs, and that empower individuals and communities to generate and sustain positive social change, in Canada and around the world.

### The Position

The successful candidate for this position **must be a recent graduate of the Pathy Foundation Fellowship or OceanPath Fellowship**, and will have:

- An undergraduate degree in a related discipline;
- Excellent interpersonal skills;
- Excellent organizational skills; problem-solver with an ability to multi-task and meet deadline;
- Familiarity with office software, databases and survey software.
- Skills in promotion and marketing would be an asset.

### Key Functions and Responsibilities

#### Program promotion and marketing

- Support promotion and marketing of PFF, online and in-person at each of the partner universities
- Assist with the coordination of all PFF social media, maintaining a consistent presence for PFF across suite of social media, capturing and sharing moments in the classroom and in the field
- Capture Fellows' and Alumnx's stories – individual development & initiative-related – and seek opportunities for them to be in various media (e.g. radio, newspapers, TV) and online publications, etc.

#### Applicant support and engagement

- Ensure ability of students to express interest in PFF by various methods
- Reach out to and engage all students who express interest, and support them to apply

- Reach out to support all applicants who have started applications
- Ongoing stewardship of applicants to ensure higher started : completed conversion rate

#### Scoping study and research to inform future PFF discussions

- Research what other opportunities / possibilities students have upon graduation, that compete with PFF
- Survey students to ascertain what is/is not appealing about PFF, and what could increase the appeal
- Map potential future partner universities/organizations, with criteria for assessment of fit with PFF

#### Impact evaluation

- Document and organize information that could be relevant for evaluating impact
- Support distribution of Alumnx surveys and collation and analysis of data gathered
- Support distribution of community surveys and collation and analysis of data gathered

#### Alumnx engagement

- Support development and implementation of an Alumnx engagement plan
- Engage / liaise with Alumnx to support promotion and marketing efforts, enhance inter-cohort networking, and other objectives in accordance with the Alumnx engagement plan
- Support Alumnx engagement events in accordance with the Alumnx engagement plan
- Conduct interviews / surveys of Alumnx, and collate and analyse results, in accordance with the Alumnx engagement plan

#### General program delivery support and administration

- Administrative & logistical support to application and selection process and all other program components, including (but not limited to) Selection Day, on-campus workshops, webinars, support to Fellows in the field, etc.

### **To Apply**

The closing date for applications is May 15th, 2022. To express your interest in this role, please direct your resume (CV) and a 500-word statement describing your interest, experience, and the approach you would bring to this position in confidence to:

**Johnann LeBlanc**  
Coady Institute  
StFX University  
Antigonish Nova Scotia, B2G 2W5  
Email: [jleblanc@stfx.ca](mailto:jleblanc@stfx.ca)

***Please send electronically.***

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People

Our institution is committed to upholding the values of equity, diversity, and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQ+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038



**Pathy Foundation  
Fellowship**

Developing strong leaders.  
Building stronger communities.