

Coordinator, Youth Leadership Programs

www.coady.stfx.ca

The Opportunity

The Coady Institute is seeking a motivated staff member to join the *Youth Leadership Programs* team, with principal responsibility for the *Pathy Foundation Fellowship*. **This is a 70% FTE 12-month limited term contract position** starting in June 2022, located at Coady Institute on the campus of St. Francis Xavier University in Antigonish, Nova Scotia, with some domestic travel required.

Reporting to the Manager Youth Leadership Programs, the successful individual will be an ambitious self-starter who can think conceptually and practically, and bring ideas to action. They will have a background in community development, project coordination, youth leadership education, and adult education and facilitation, and will be highly proficient with both programmatic and logistical requirements. The ideal candidate will be a graduate of a Coady Youth Leadership or similar program.

This position falls with the StFX Non-Union Salary Grid – Band D (\$25.78 – 31.49 per hour). The successful candidate will work 26.5 hours per week, and occasionally during evenings and on weekends. We respect and welcome diversity. Applications from Indigenous persons, persons of colour, and people across spectrums of gender, sexuality, abilities, and age are highly encouraged.

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.

The Position

As a member of the Youth Leadership Programs team, the successful candidate for this position will have:

- An undergraduate degree in a related discipline.
- A minimum of two years' experience in the advancement of community-driven, asset-based development.
- Prior experience with Coady Youth Leadership programming is an asset, particularly if they are a graduate of the OceanPath/Pathy Foundation Fellowship or similar program.
- Strong knowledge, experience, and comfort with group facilitation – familiarity with online facilitation is an asset.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Excellent organizational, planning, problem-solving, and project management skills, with an ability to multi-task and meet deadlines.
- An ability to work independently and collaboratively within a team environment while ensuring outcomes are achieved.
- Excellent skills with MS Office software; and familiarity with databases and survey software.
- Skills in promotion and marketing is an asset.

Key Functions and Responsibilities

Program Promotion & Marketing

- Coordinate program marketing and promotion
- Coordinate community of practice with university partners

Application & Selection

- Support application, shortlisting, and selection processes
- Member of Selection Committee
 - Review and shortlisting of applications

- Support Selection activities

Program Delivery

- Supervise onboarding of selected Fellows
- Coordinate design and delivery of on-campus and distance components
- Support Fellows' initiative design and development
- Support Fellows in the field
- Prepare annual report

Alumnx Engagement

- Engage / liaise with Alumnx to support promotion and marketing efforts, enhance inter-cohort networking, and other objectives in accordance with the Alumnx engagement plan
- Conduct Alumnx engagement events in accordance with the Alumnx engagement plan
- Maintain database of applicants, Fellows and Alumnx

Program Administration

- Develop and administer surveys to potential applicants, Fellows, communities, and Alumnx and collate and analyze data gathered
- Conduct other duties as required for the successful implementation of the program

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:

Johann LeBlanc
Coady Institute
StFX University
Antigonish Nova Scotia, B2G 2W5
Email: 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 or 902-867-5038



**Pathy Foundation
Fellowship**

Developing strong leaders.
Building stronger communities.