

Calgary Youth Justice Society - In the Lead Program Coordinator – Job Posting

In the Lead is growing so we are growing our team! If you are looking to be a part of an amazing team and want to use your unique strengths and skills to help vulnerable youth see and develop their strengths and leadership potential check us and this position out.

Hours: 35 hours/week, 1 year term full-time position with strong possibility of extension

About Calgary Youth Justice Society (CYJS)

For 25 years the CYJS has been helping young people find what is strong in their lives through programs proven to build resilience, reduce risk and nurture community connections. Our approach is always strengths focused, seeing beyond what's wrong to nurture what's strong. Our impact is young people who feel valued and supported to be a part of our community in a meaningful way.

About In the Lead

In the Lead is an innovative leadership and character-building program for overlooked Young Leaders. In the Lead reaches young people in our city who are struggling to see and use their natural leadership ability in beneficial ways. Where others may see deficits and risk, we see strengths and potential. With added encouragement from adult volunteers who provide 1:1 mentorship and opportunities to be leaders and give back, youth transform their views of themselves, their communities and their futures.

About the Role

The Program Coordinator is responsible for the day-to-day coordination and delivery of In the Lead and In the Lead 180 programming and ensures the effective and timely execution of program curriculum, events, and activities. The Program Coordinator builds and maintains collaborative and supportive relationships with program delivery partners and liaisons, youth participants and volunteers.

The Program Coordinator reports directly to the Programs Director and is supported and mentored by Program Leads.

What You'll Do

- Coordinate all aspects of In the Lead programming with designated school and community partners
- In person and in some instances online weekly facilitation of program curriculum in schools and community settings
- Planning and execution of program related events involving youth and volunteers
- Build and maintain relationships with program delivery liaisons, Young Leaders, and volunteer Coaches
- Execute required program delivery administrative tasks (i.e. data entry, document management etc)
- Contribute to the expansion, development, building and continual improvement of the program



What You Bring:

- Consistent ability to work 1-2 evenings per week and occasional weekend hours
- Education in Social Sciences or Human Services and/or experience working with and engaging youth in education/programming
- Minimum 2 years group facilitation experience with youth
- Proven experience with program coordination
- Demonstrated ability to build positive and professional relationships with youth, volunteers, program partners and other stakeholders
- Tech savvy, proficient in MS Office – Outlook, Excel, PowerPoint, Word, etc.
- Valid drivers license and access to a reliable vehicle
- Clear Police Check including Vulnerable Sector Check and Child Intervention Record Check within 3 months of employment
- Suicide Prevention training completed within 6 months of employment
- Private and reliable home office with sufficient and reliable internet coverage for working from home and facilitating online programming as needed

Competencies Required for Success in this Role:

- Strengths-based and growth mindset
- Commitment to diversity, equity and inclusion
- Flexible and adaptable to changing situations and priorities
- Curious and able to take initiative when solving problems or overcoming challenges
- Detail-oriented and efficient when managing time and responsibilities
- Team oriented with the ability to build and promote cooperative relationships
- Strong verbal and written communication skills

Why Join the CYJS Team

At CYJS, we believe in taking care of our people so they can take care of doing the work. In addition to a working environment that values and welcomes diversity and bringing one's whole self, here is what we offer in compensation:

- Annual starting salary range of \$51,000 to \$54,000.
- Exceptional work life balance including flexible work hours and work from home options
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment
- Paid office closure days between Christmas and New Years
- 18 discretionary Health Days per year
- 100% employer paid premiums for extended health benefits
- Annual professional development budget



IN THE
LEAD

How to Apply:

Please direct your cover letter and resume indicating “Job Opening – In the Lead” in the subject line of your email to tclm@cyjs.ca by January 20th, 2023.

No phone calls. Only those candidates selected for an interview will be contacted.

For more information, visit: <https://calgaryyouthjustice.ca/>

At CYJS we strive to recognize, nurture, and celebrate the diversity of the youth and volunteers we serve, and we are committed to removing barriers to inclusion in all aspects of our organization and service delivery. It is our intent to have a workplace that reflects the diversity of the communities we serve, and we encourage applicants from diverse backgrounds, abilities and experience to apply. We are committed to providing reasonable accommodations to qualified applicants with disabilities in the employment application process. Accommodations for job applicants with disabilities is available on request.

With respect, gratitude, and accountability, Calgary Youth Justice Society acknowledges the traditional lands of the Blackfoot Confederacy which includes the Siksika, Kainai, Piikani Nations, the Îyârhe Nakoda Nation, Tsuut’ina Nation, the Métis Nation of Alberta, Region 3 and we honour all people who make their homes in the Treaty 7 region of Southern Alberta. We see and celebrate the many strengths of Indigenous people and commit to reflect upon and change our ways of knowing, being, and doing so that we can truly work towards reconciliation in a meaningful way.

