

# YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue  
Edmonton, AB T5S 2G8

## EMPLOYMENT OPPORTUNITY

### YTC YOUTH COORDINATOR

The YTC Youth Coordinator is responsible for guiding and leading the YTC Youth Council in daily activities and ensuring that the activities are reflective of the mandates set in place by the YTC Executive of Chiefs and the YTC Chief Executive Officer. The YTC Youth Coordinator will be responsible for scheduling meetings and events where the YTC Youth Council will need to be present. The YTC Youth Coordinator will also plan, organize, and participate in all future youth activities. The YTC Coordinator will encourage and empower the YTC Youth Council will engage in meetings and/or events and will be actively engaged in creating a YTC Youth Program.

#### QUALIFICATIONS:

- A bachelor's degree in a related field such as community development, social work, or youth studies
- 3 years minimum experience in similar role
- Familiar with culture and protocols for each respective YTC Nation
- Experience with creating partnerships
- Proficient in Microsoft Office
- Good verbal and interpersonal skills
- Ability to speak one of the YTC languages (Cree, Nakota and Salteaux) an asset.

#### SUMMARY OF DUTIES:

- Advocate the importance of youth participation in the YTC communities
- Develop partnerships with community and agencies to promote youth engagement
- Identify, engage and support youth-led initiatives within the community
- Foster partnerships with relevant organizations and stakeholders to enhance the impact of youth initiatives
- Providing guidance and mentorship to the YTC Youth Council in project creation and implementing their own ideas
- Deliver training and support programs to enhance the leadership and skills
- Effectively communicate with young people and community leadership
- Provide annual and monthly reports to leadership and various stakeholder
- Manage membership and participation in the YTC Youth Council
- Oversee governance and financial accountability of the YTC Youth Council
- Perform other duties as directed

#### WORKING CONDITIONS:

- Work during the hours of 8:30am to 4:30pm Monday thru Friday
- Travel when required and a Class 5 drivers
- Able to occasionally lift items as heavy as 50 lbs.
- Manual dexterity required to use desktop computer and peripherals.
- Required to climb two flights of stairs (3floors)

Salary will be determined according to qualifications and experience

Salary range: TBD

Please forward a cover letter and current resume to: Joy Sandy  
Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181 or drop off at sub-office address.

This employment competition closing date **April 5, 2024**, only those candidates who fit criteria will be contacted.

**\*Preference will be given to candidates from the YTC Member Nations\***