

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 be responsible for planning, organizing and participating in all future youth activities. The YTC Coordinator will encourage and empower the YTC Youth Council to 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 a similar role
- Familiar with the culture and protocols for each respective YTC Nation
- Experience with creating partnerships
- Proficient in Microsoft Office
- Good verbal and interpersonal skills
- The 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 the 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 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 8:30 am to 4:30 pm Monday through Friday
- Travel when required and a Class 5 drivers
- Able to occasionally lift items as heavy as 50 lbs.
- Manual dexterity is required to use desktop computers 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 and/ or fax to 587-524-0181 or drop off at the sub-office address

This employment competition closing date is **September 29, 2023**, only those candidates who fit the criteria will be contacted.

Preference will be given to candidates from the YTC Member Nations