



JOB DESCRIPTION: Youth Outreach Coordinator

Start Date: March 6, 2023

Duration: 56 Weeks

Please read job description in its entirety before applying for the position

Background

Endaayaan Awejaa is a non-profit organization that is dedicated towards providing all youth and families with safe places to heal and build solid foundations for their future. Our mission statement is Maamwi Bosedaa which means Walking in Unity. We strive to walk in unity together with our youth, their families and our local community. The pillars in which we incorporate into our work are Arts & Culture, Education, Harm Reduction and Reconciliation.

We have been providing support for youth and families who may need assistance with attending available programming, closure, resources, connection to culture, connection through peer support groups and basic hygiene needs. We have created ongoing workshops to promote healthy living and engage youth towards a path that encourages their strengths and sets them up for success. Our overall goal is to create an Indigenous youth home that will include teachings, counselling, mentorship, workshops and activities for program participants in the future.

Join an inclusive organization and become a part of good change at the grassroots level. Work with a small team of Staff, Volunteers and Contracted Members to propel Endaayaan Awejaa's mission forward throughout the community. Help us make Nipissing-North Bay a better place to live and support the community through its healing journey.

The Position

The Youth Outreach Coordinator's function will be to foster an inclusive environment by creating a work placement for an Indigenous youth in northern Ontario that benefits the community spiritually, emotionally, mentally and physically. The intern will be a front-line worker for youth engagement on a local level. Employment for an Indigenous youth member in the community will be provided to assist Endayaan Awejaa with programming needs and objectives. We are in need of an Indigenous youth to help assist Endaayaan in workshop development and coordination, as well as assist in program delivery to our registered clients in Nipissing First Nation, North Bay & area. The employed individual will assist in a variety of tasks that will help move Endaayaan Awejaa forward in the community. The assistance in outreach for participants in the area, research for sustainable resources to operate programming in-space and online, working in tandem with other volunteers and other daily tasks as required will be the functionality of this internship. There is a definitive need for a Youth Outreach Coordinator to assist in community outreach within Endaayaan Awejaa and in the community as a whole so that other local Indigenous youth can become connected together, especially during the time of COVID-19.

Duties

- Work under the direction of the Chief Executive Officer and Chief Operating Officer
- Assist in reaching out to local community members and contribute to the development of Endaayaan Awejaa's outreach strategy
- Coordinate workshops and events with other team members
- Ensure supplies for events are organized
- Develop workshop materials as required: i.e writing materials, notes, etc
- Partake in professional development sessions to improve administrative skills & capabilities
- Attend meetings and assist in note-taking
- Assist in monitoring EA's Youth Centre during business hours
- Other tasks as required

Requirements

Candidate for this position must identify as an Indigenous person, including First Nations, Metis or Inuit

Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field

Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate

Candidate must be 18 years of age or older

Candidate must be legally eligible to work in Canada

Once hired, the candidate must reside in the northern Ontario community in which they are employed

Education in Administration, Event Planning and/or Social Work fields considered an asset
Time Management skills

Vulnerable sector check must be submitted prior to beginning employment

Valid driver's license considered an asset

First Aid Certification is considered an asset

Willingness to receive constructive feedback and improve upon skillset

Must be available Monday - Friday, with evening and weekend availability as required

If you meet the requirements of this opening and are interested in applying we would welcome your application. Please send your resume and cover letter to general.endaayaan@gmail.com by Friday, February 10 at 5:00PM. *We thank all candidates for their interest; however, only those selected for an interview will be contacted.*

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

