



We need you !



Join our team as:

Camp Coordinator
Second posting

Start date:

as soon as possible

Conditions:

35 hours per week
Permanent position

Salary from

\$49,794 to \$68,356



A mission dedicated to First Nations youth

This mandate consists of coordinating the implementation of the camps organized by the New Pathways Foundation. It includes the planning and organization of the different types of camps and related activities. It also requires searching for and selecting the professionals who participate in the implementation and supervision of the camps as well as the establishment of strategies and practices with a view to promoting leadership, engagement and development among First Nations youth.

Main functions

- Ensure the coordination of the project: act as a liaison with the community, plan preparatory and debriefing meetings, manage the documentation necessary for the realization of the project (revision as needed), foster the engagement of young people, etc.
- Manage the logistics of the team's departures and the approvals necessary for the realization of the project (parental signatures, band council authorizations, reservation of accommodations and equipment, etc.).
- Coordinate the strategic implementation of the initiative and support coordination on the ground.
- Bring together the conditions that are conducive to carrying out a project in the community.
- Ensure communication and coordination within the team.
- Coordinate the contents of communications related to the initiative (social networks, press releases, etc.).
- Ensure accountability by drafting reports.
- Draft funding applications to meet the needs of youth while drawing on the voices of young people.
- Manage the budget.
- Reflect on the strategic development of the initiative in collaboration with the Youth Engagement Advisor.
- Comply with the vision of the camps and create opportunities for consulting with young people and giving them the opportunity to be heard, particularly for the planning stages of the camps.
- Aim to develop the team with a concern for cultural safety and inclusion.
- Maintain and nurture partnership relations with organizations and communities.

Did you know ?

The camps provide unforgettable experiences that promote self-esteem, the ability to dream, and the power to engage with First Nations youth so that they return to their communities with the strength and courage to make their dreams come true and develop their full potential.

DESIRED PROFILE

The position requires organizational, leadership and interpersonal skills, such as listening and communication skills, a sense of initiative, teamwork, etc. The incumbent must have experience in carrying out and deploying projects in the field. Considering that the Foundation and its camps are in the developmental process, the incumbent should be able to make use of their relevant experience to support the team and projects in the context of expansion efforts. The incumbent must be open to engaging in teamwork, some travelling in communities, managing a field team, and especially working with young people.

First Nations and Inuit applications are prioritized.

SPECIAL SKILLS

- Increased sense of organization and detail for the planning of events.
- Ability to provide support with a view to empowering young people and community partners.
- Excellent communication skills.
- Writing and synthesis skills.
- Good knowledge of the First Nations community and the needs of youth.
- Strategic vision and ability to come up with new ideas.
- Superior ability to work as part of a team and multitask.
- Dynamism and interpersonal skills.
- Sense of initiative and autonomy.
- Excellent command of oral and written French.
- Ability to effectively communicate in English (oral and written).
- Ability to speak an Indigenous language or the willingness to learn how to speak one is an asset

REQUIRED QUALIFICATIONS

- Experience in a similar position, training in administration, communication, or social sciences, or an equivalent combination of education and experience will be taken into consideration.
- Adherence to the values and mission of the organization.

It should be noted that the Foundation's employees are working in a hybrid fashion on the premises of the Foundation, which are located at 95, rue de l'ours, in Wendake.

Please send your application, including CV and cover letter, by mail or email to the :
New Pathways Foundation
102-250, place Chef-Michel-Laveau
Wendake (Québec) G0A 4V0
fondation@nouveauxsentiers.com

Application deadline: February 7, 2025