



Union of Ontario Indians

"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood."

EMPLOYMENT OPPORTUNITY

Youth Coordinator

LOCATION: Anishinabek Nation Head Office, Nipissing First Nation

Full Time Position with Benefits
(after successfully completing 3 months of employment)

Salary Range: \$62,373 to \$70,690

The Youth Coordinator is responsible for supporting Anishinabek communities with their Youth Programs. This individual must have a passion for building capacity for Anishinabek youth and demonstrate experience in community development. Candidates must be familiar with the Anishinabek Nation and its strategic direction and priorities. The Youth Coordinator will report to the Youth Program Manager.

QUALIFICATIONS:

- Post-Secondary diploma or degree in the Social Sciences, Child & Youth Services field or other related disciplines;
- A minimum of three years of experience working with First Nation youth;
- Experience in rolling up written and financial reports in accordance with various funding reporting requirements for provincial and federal ministries will be considered an asset;
- A Vulnerable Sector Check completed within the last 12 months;
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, and relevant computer systems, programs and software) and able to learn new technologies and tools; and
- Have a valid Ontario Drivers license and be insurable under UOI policy and be able to travel for work-related events and meetings.

REQUIRED SKILLS:

- Ability to handle multiple tasks and demands, and prioritize competing demands to ensure efficient coordination;
- Ability to work as part of a team to ensure common priorities are met;
- Ability to work independently;
- Strong written, verbal and interpersonal skills;
- Experience with planning, coordination and execution of large scale gatherings;
- Strong interest in working with youth;
- Working knowledge of social media platforms;
- Excellent interpersonal, leadership and problem-solving skills;
- Exhibit professional attitudes and behavior; and
- Ability to understand and speak Anishinaabemowin or willingness to learn.

RESPONSIBILITIES:

- Liaise with Anishinabek Nation communities on Youth Initiatives and provide administrative support to First Nation Youth Program staff;
- Responsible for establishing and maintaining a Youth Steering Committee made up of representatives from each of the four regions to guide the implementation of Youth programs;
- Work collaboratively with the Anishinabek Nation Youth Council;
- Gather and develop resources to support Anishinabek Nation Youth programs;
- Demonstrate cultural knowledge through the teaching and sharing of practices with Anishinabek Nation Youth Program staff;
- Respond to general program inquiries and ensure appropriate and timely follow up;
- Prepare agendas, workshop/meeting kits, arrange and coordinate meeting facilities as required;
- Maintain knowledge of current social services policies and programs as it relates to the Anishinabek Nation, and attend relevant training opportunities;
- Provide support and information to First Nations through written correspondence and reports as approved by the Youth Program Manager;
- Coordinate and liaise with political organizations and various government departments on all social services issues as required;
- Plan, coordinate and facilitate youth gatherings as identified by the Youth Steering Committee and Youth Program Manager; and
- Other Duties as assigned.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Union of Ontario Indians. Note that the organization will conduct a reference check with the previous employee's immediate supervisor;
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Friday, April 11, 2025.

Applications are to be submitted to:

Human Resources Department

Fax: (705) 497-9135 | Email: human.resources@anishinabek.ca

For inquiries regarding this position, please contact:

Brandie Fong, Manager of Social Development & Koganaawsawin

Email: brandie.fong@anishinabek.ca

Miigwech to all applicants for their interest, however, only those who qualify for an interview will be contacted.