



Job title	<i>ConnectED Coordinator</i>
Program	<i>ConnectED Program</i>
Department	<i>Youth Programs</i>
Reports to	<i>Office & Youth Program Manager</i>

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work.

Who YOU are?

As the Youth Coordinator for the ConnectED Program, you are an integral part of the SIA team and bring your passion for working, guiding and empowering youth. You will create safe and engaging environments where youth can learn and develop their life skills. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for your clients.



How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position may be working part-time from home through several virtual means and connecting with clients and team members through online tools like Zoom, Moodle, and Microsoft Suite.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Job purpose

This employee is responsible for developing and organizing recreational/educational workshops and activities for the ConnectED youth participants (ages 6-18). This employee works alongside the other ConnectED Coordinators in order to provide classroom activities, supervision, and field trips during the summer months.

Position Details

Hours of Work

37.5 hours per week

Wage

\$25.15 - \$27.15 per hour depending on experience & qualifications

Contract Length

October 3rd, 2022 – March 31, 2023 with possibility of extension

Deadline to Apply

September 23rd, 2022

Duties and Responsibilities

Coordination & Administration

- Work with the Youth Coordinators and Manager to create a working schedule for the summer.
- Responsible for booking, leading or facilitating presentations/classes regarding the recreational/educational activities of the program: Sport and Exercise Activities; Dance Workshops; Field-trips; Canadian Culture, Canadian History, and ESL Workshops; Tours; Arts and Crafts; Community Involvement and Volunteering and others.
- Provide leadership and guidance to the participants throughout the length of the program.
- Establish a code of conduct among the participants which is respectful of differences.
- Initiate and respond to project-specific inquiries from the public and/or media in an appropriate manner, seeking advice from management when necessary.

- Establish a process which will ensure the appropriate supervision of participants and ensure the safety of all staff and participants.
- Be a chaperone for participants during guided tours or field-trips.
- Establish and maintain respectful and professional relationships with organizations who are partners in the delivery of the program.
- Use computer word processing and spreadsheets to prepare required reports and documents.
- Write narrative and activity reports for program activities and share with management and funders before contractual deadlines.
- Provide all necessary information and documents in a timely and effective manner to the Program Manager, Bookkeeper, and funders
- Maintain proper filing of client information that is in compliance with confidentiality requirements.

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information.
- Attend meetings and be a contributing member of any committees deemed appropriate by management.
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites.
- Promote Agency initiatives or events to all contacts and partners when asked.
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management.

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, Sociology, Political Studies, English Language Arts, International studies, or Psychology.

Experience

- 0-6 months' experience coordinating in the non-profit and/or settlement sectors.
- An equivalent combination of education and work-related experience will be considered.

Knowledge, Skills and Abilities

- Skilled at coordinating programs involving diverse community members.
- Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention.
- Strong written and verbal communication skills
- Extensive knowledge and appreciation of the intersection of gender, race, and class, particularly as they relate to the lived experiences of immigrant and refugee children.
- Ability to work effectively in a culturally diverse environment.
- Satisfactory typing and computer skills with the ability to use Microsoft Office software.
- Excellent interpersonal and client-service skills.
- Strong organizational skills with the ability to prioritize tasks and work as a team member.
- Ability to multi-task and complete work with limited supervision.



Requirements of Employment

- Clear criminal record check including vulnerable sector.
- First Aid and CPR certification

Direct Reports

None