

Full Time Contract Position (Three Positions Available) – June 27th to August 15th

Northern Youth Abroad (NYA) is a registered charity that's offers youth aged 15 to 22 living in Nunavut and the Northwest Territories opportunities to acquire skills and training, hands on work experience, and high school credits through cross cultural work and learning experiences in southern Canada and abroad. Through our Programs NYA seeks to foster cross-cultural awareness, individual career goals, and global citizenship in Northern youth and promotes leadership development, healthy self-confidence and self-esteem by providing life-changing experiences.

NYA is seeking candidates to act as Project Leaders for the 2018 NYA Next Program. Successful applicants will form a team of leaders who will supervise, coordinate and support a group of 16 youth (16-22 years old) for 7 weeks from approximately June 29th – August 15th. This will include NYA's Orientation and Re-Orientation programs, as well as a 5 week placement where the team will take part in training, and a number of activities.

The Project Leaders' role requires you to work as a team to:

- Lead, coordinate and supervise the team during all aspects of placement. This position requires Leaders to live onsite with the group, and take part in all activities throughout the placement.
- Handle all logistics and team coordination, which includes facilitating and coordinating every element of group life (cooking meals, shopping, travel, training and volunteer work). Team members are each expected to take on responsibility in each of these regards, but will require support and direction.
- Report to the NYA office, including keeping in regular contact before, during, and post placement, fulfilling all reporting requirements and notifying the Executive Director of any unexpected situations or changes to any of the project parameters.
- Assist with group preparation and Participate in the participant orientation and reorientation workshops in Ottawa.
- Mentor and supervise the participants to ensure a safe and meaningful program, and create a fun, productive and harmonious team dynamic that encourages learning, growth and achievement.
- Work with the Participant Achievement Coach to accomplish NYA's learning objectives, plan activities and support Participants in a harmonious and rich atmosphere.
- Work under the direction of the Executive Director, and in collaboration with other staff and volunteer and program partners.
- Supervise the completion of program requirements (program curriculum, volunteer work placement etc).
- Manage placement budget and monies for program and participants.
- Submit narrative report and financial reports to NYA within the timelines requested

Qualifications include:

- ❖ Experience working with youth in a supportive role, and be comfortable providing mentorship, guidance and encouragement in a positive and encouraging way. Previous experience in supervising youth, assessing needs, counselling, and education are all assets.
- ❖ Prior experience working with Northern Canada and/or Indigenous youth is a strong asset, as is knowledge of the issues affecting youth living in the Canadian north.
- ❖ Strong leadership and team building skills that will provide you with the experience necessary to create a strong and positive dynamic within the team.
- ❖ Available to live with and supervise the team of Participants for the duration of the project.
- ❖ A self starter who is comfortable in a role that requires initiative, creativity and resourcefulness to leverage the resources available in a way that provides the richest experience possible to Participants.
- ❖ Flexibility, energy and enthusiasm for working in this unique and meaningful onsite role with Participants as part of a team.
- ❖ Willingness to take on a role that requires a broad spectrum of tasks, duties and responsibilities.
- ❖ Comfort and willingness to enforce NYA rules, policies and behavior guidelines, and to work with other staff, volunteers and participants to create a safe and positive atmosphere and experience.
- ❖ Able to work cooperatively and collaboratively in a small team environment, and to pitch in as necessary when help is needed by other staff, or volunteers.
- ❖ Strong communication, research and organizational skills.
- ❖ First Aid training (or the willingness to acquire).

All travel, accommodation, food, and related incidentals are covered during all aspects of placement, the training weekend and at the orientation and re-orientation along with a weekly salary during placement. Travel to and from Ottawa (at the beginning and end of placement) is not normally covered but may be requested (**please state in your cover letter that you are requesting this**). Interested candidates should submit their resume and cover letter online (<http://nya.ca/current-opportunities/pl2018/>) or by email to rebecca@nya.ca by May 7th. Please submit your application online or in one document, preferably in PDF format.