



## **SUMMER EMPLOYMENT OPPORTUNITIES**

### **Coordinator, Health Academies**

### **Coordinator, Indigenous Academies**

#### **Edmonton**

We are seeking two Coordinators to assist our Growth team in planning, organizing and delivering youth academies and throughout the province. These full-time opportunities are available from approximately May 1 to August 31, 2018.

The Coordinators will complement the essential organizational and delivery work required to enable attendance of junior and senior high school students at Health Academies and Indigenous Academies throughout the province. The academies allow youth to explore careers in various occupations. Specific responsibilities include:

- Assist with logistics and planning;
- Liaison and development work with project partners;
- Contact with youth and parents;
- Collaboration with employers, post-secondary institutions, junior and senior high schools, and community partners;
- Communication and marketing activities;
- Attendance at projects;
- Report writing;
- Assisting field staff with events.

#### **As Coordinator, you will have the following attributes:**

- Must be currently enrolled in a post-secondary program in Indigenous Studies, Education, Business or similar program; and planning to return to full-time studies in the fall.
- Experience working with Indigenous youth, life skills coaching and/or career counseling is preferred.
- Knowledge of youth's language and culture is a definite asset.
- The ability to work independently in a team environment is required.
- As travel will be expected, a valid driver's license and reliable vehicle are required.
- Candidates must demonstrate a satisfactory Criminal Record/Vulnerable Sector Check and Child Intervention Record Check.

Pay rate:           \$17.00 per hour

Applications will be accepted until a suitable candidate is identified. Please send your resume and cover letter to [HR@nextgen.org](mailto:HR@nextgen.org). We thank all applicants for their interest in these positions, however, only those selected for an interview will be contacted.

**CAREERS: The Next Generation** is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future.