



FOXY (Fostering Open eXpression among Youth)

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FOXY PROGRAM COORDINATOR

FOXY is a non-profit organization based in Yellowknife that has reached over 6000 youth across the Northwest Territories, Nunavut, and the Yukon since 2012. FOXY's mission is to enhance the knowledge, health, and well-being of Northern and Indigenous youth through the arts and we are rooted in the core values of trauma-informed practice, openness, safety, trust, connections, shared knowledge, culture, self-determination, intersectionality, and the North. Through our FOXY (Fostering Open eXpression among Youth) and SMASH (Strength, Masculinities, and Sexual Health) programs, we offer arts-based, trauma-informed, culturally grounded, Northern-focused, comprehensive sexual and mental health education for youth of all genders in the NWT, Nunavut, and Yukon schools and community organizations (Sept-June) and through Peer Leader Retreats (currently held at Blachford Lake Lodge in July-August). FOXY is led by Dr. Candice Lys as Executive Director (ED) who holds a PhD in Public Health, and engages in community-based health research with youth in the North and evaluation of our programming.

Position Overview:

Reporting to the Executive Director (ED), the FOXY Program Coordinator is responsible for coordinating FOXY & SMASH programming and youth outreach, managing community projects (designed by youth participants at summer Retreats held at Blachford Lake Lodge and led by youth in the Fall after the Retreats), and providing administrative and research support for staff, the research team, and the ED. This position includes some facilitation of FOXY/SMASH workshops and travel with the FOXY/SMASH team to complete programming.

Many excellent candidates may not meet every requirement listed below, therefore if you are excited about this position and think you would do a great job and meet many of the requirements, you are encouraged to apply!

Core Responsibilities:

Coordination of FOXY & SMASH Programming

- Plan and coordinate FOXY & SMASH programming and youth outreach activities
- Actively develop and maintain positive relationships with participants, parents/guardians, community organizations, schools, staff, funders, and other key stakeholders
- Develop strategies for increasing awareness of FOXY & SMASH programming including informing community contacts about FOXY & SMASH programs

- Correspond with schools and community organizations in the NWT, Yukon, & Nunavut to arrange workshops. Note that during the Covid-19 pandemic, we are currently only offering programming in the NWT with appropriate risk mitigation protocols and approval from the CPHO.
- Coordinate with the FOXY & SMASH teams to prepare groups to travel for workshops
- Answer questions and address concerns from the FOXY team, parents, teachers, community organizations, etc.
- Assist with and oversee logistics for programming preparation including purchasing and packing supplies
- Coordinate travel arrangements for programming and staff training (e.g. booking flights, vehicle rentals, accommodation) that are cost effective while also meeting the needs of the team and the organization
- Troubleshoot flight cancellations and travel issues that occasionally arise while workshop teams are traveling

Design & Delivery of FOXY Programming

- Work strategically and collaboratively with the FOXY team to assist with designing FOXY workshops and on-the-land programming and training, and FOXY program expansions
- Understand and implement all FOXY organizational policies and procedures and follow all risk management guidelines associated with the Retreats and all program areas
- Coordinate and facilitate youth-led community project development with participants at summer Peer Leader Retreats
- Workshop facilitation of FOXY programming at school-based workshops, as needed

Youth Outreach

- Manage Community Project portfolio and support youth to complete their Community Projects (from Sept. to Dec.) in-person when possible and through telephone and email
- Connect youth with resources at the community, territorial, and national level, assist with systems navigation, and advocate for youth

Administrative Support

- Manage FOXY & SMASH's social media content across platforms (Facebook, Twitter, Instagram)
- Assist the ED with proposal writing and donor reporting
- Assist in the preparation, monitoring and reporting of program budgets
- Participate in full cycle HR process with employees as necessary, including: recruitment, orientation, training, development, and performance management

Research Team Contributions

- Correspond & collaborate with the research team to implement Northern culturally-relevant strategies for research data collection & knowledge mobilization

- Opportunity to receive mentorship in research from ED and contribute to research projects at various stages (such as partnership and project development, data collection, analysis, manuscript writing, knowledge mobilization, etc.)
- Participate in research meetings, attend conferences to present about FOXY & SMASH as needed, professional development, etc.

Qualifications and Experience:

- Passionate about youth development and enthusiastic about the mission, core values, and goals of FOXY & SMASH
- Knowledge of Northern social and cultural contexts and experience working with Northern communities
- Successful completion of post-secondary education in a related field (e.g., health promotion, social work, education, etc.) is an asset but relevant combinations of experience and education will also be considered
- Community-based research experience considered an asset
- Experience with trauma-informed practices is an asset
- Mental Health First Aid and ASIST is an asset
- Experience in project management (coordination, scheduling, budgets, strategy, accountability, etc.)
- Organized, detail-oriented and efficient, with strong time management and prioritization skills
- Excellent written and verbal skills
- Experience building partnerships with schools, community organizations, funders is an asset
- Ability and desire to work both independently and as a member of a team in a fast-paced setting
- Self-starter who takes initiative and can work with minimal supervision
- Strong networking skills
- Willingness to learn and ability to follow direction and structure
- Strong collaborative leadership and conflict resolution skills
- Ability to act as a positive role model and mentor to youth
- Ability to manage crisis and adverse situations with staff, youth, and families
- Experience with grant management an asset
- Experience with staff training and performance management an asset
- Proficiency and experience working in a computerized environment (e.g. Microsoft Word, Excel, PowerPoint, email, and Internet applications)
- Valid Driver's license
- Must provide a clear criminal record check (with vulnerable sector)

Remuneration:

Remuneration is based upon experience and the salary range is \$66,000-72,000 per year (includes vacation travel allowance benefit), paid sick days, employee benefits package, and a cell phone stipend. Employee will be provided a laptop and printer for work use. The FOXY Program Coordinator is a full-time contract position from January 2021 to December 31, 2022 (with possibility of contract renewal depending on grant funding).

Work Environment and Conditions:

The Coordinator is not based out of a central office and can work from home or at a location of their choosing. Work days are 7.5 hours (37.5 hours/week) usually Monday-Friday with the ability to flex hours (to be determined through ongoing discussion with the ED). Due to the nature of the role, the Coordinator should expect to work some weekends and evenings when required. Requires on-site attendance at Peer Leader Retreats (accommodation and meals are provided during Retreats). Must have consistent access to the FOXY Executive Director and other team members via email and phone during office hours Monday-Friday. Must be available to work flexible hours when needed, and available to receive phone calls and work occasionally outside of regular hours (e.g. if there are complications with teams while they are traveling). Requires some travel, occasional meetings, and teleconferences.

How to Apply:

With "Application for Program Coordinator" in the subject line, please email your resume and cover letter to Candice Lys, candice@arcticfoxy.com, by **noon on January 4, 2021**. We will acknowledge receiving each application, so please reach out if you do not receive an email confirmation by the deadline. We anticipate holding interviews by Zoom on January 5/6, 2021.

For more information about FOXY and SMASH, please visit:
www.arcticfoxy.com and www.arcticsmash.ca
Instagram: foxysmash