



POSITION: Rise Up Project Coordinator

POSITION SUMMARY:

This fulltime position (37.5 hrs weekly) is based in Edmonton, Alberta.

Are you passionate about youth engagement? Do you want to make a meaningful difference in the youth opportunities to develop leadership skills and become engaged within their communities? The Alberta Native Friendship Centres Association (ANFCA) is seeking a committed and enthusiastic Rise Up Project Coordinator. In this vital role, the coordinator will support youth in increasing their capacity to be engaged in their communities as mentors, peers, and leaders. A key focus of this position will be to advance the meaningful outcomes and engagement related to reconciliation through the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the 94 Calls to Action of the Truth and Reconciliation Commission (TRC). Your efforts will play a key role in supporting urban Indigenous youth with opportunities and development for community engagement, leadership skills, and volunteerism.

CANDIDATE PROFILE:

The successful candidate will have the following:

- Post Secondary Degree in a related field.
- Demonstrated experience in youth and or/community engagement and project coordination (a minimum of five years; more is preferred); and experience having worked with urban Indigenous communities.

KEY ACCOUNTABILITIES:

- **Project Development and Implementation:**
 - Plan and deliver culturally appropriate activities for urban Indigenous youth, parents, and Youth Coordinators virtually and in Friendship Centre communities
 - Coordinate and facilitate positive project outcomes, including an annual Youth Forum, with the Special Initiatives Team
 - Establish relationships with youth, Friendship Centres, other youth agencies, and relevant stakeholders.
- **Community Engagement:**
 - Develop and deliver engagement opportunities for youth through culturally safe approaches.
 - Conduct activities to raise project awareness.
- **Data Collection and Reporting:**
 - Collect and analyze data on youth and engagement participation.
 - Prepare reports and presentations on project activities and outcomes.
 - Contribute to the process of a project evaluation.
- **Other Duties:**
 - Any other duties as assigned by the supervisor.

CORE COMPETENCIES AND ATTRIBUTES:

- Software Usage Proficiency: Intermediate to advanced Microsoft Office capability including Teams and digital meeting platforms.
- Sector Knowledge an Asset: Familiarity with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the 94 Calls to Action of the Truth and Reconciliation Commission (TRC) and how they apply to Indigenous youth and their communities is considered an asset.
- Demonstrated understanding of the unique challenges faced by Indigenous communities in relation to youth engagement
- Excellent community engagement, presentation and facilitation skills.
- Knowledge of trauma-informed and culturally sensitive approaches.
- Knowledge of youth service agencies and opportunities for youth support and collaboration.
- Organizational and Project Management Skills: Has strong organization and process skills; meets deadlines; is able to prioritize a diverse workload and manage multiple activities at once; has keen attention to detail, accuracy and quality.
- Self-motivated and collaborative: Capable of demonstrating independence and positive team collaboration.
- Communication Skills: An excellent communicator with strong written and verbal skills.



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- Analytical and Decision-Making Skills: Strong conceptual and analytical skills, with the ability to recognize as well as assess emerging issues and situations objectively, think creatively outside the box, and make sound decisions; is decisive and accountable.
- Interpersonal and Relationship Building Skills: Approachable, with the ability to build trust and respect, cultivate strong positive relationships with a variety of partners and stakeholders including youth and Member Friendship Centres.
- Demonstrated commitment of understanding of both the Friendship Centre Movement and the rich and diverse Indigenous cultures that are present in Alberta.
- Strong knowledge of Indigenous cultures, traditions, and protocols.
- Ability to travel.

COMPENSATION:

The compensation for this position will be competitive and commensurate with experience, aligning with the Alberta Native Friendship Centres Association's commitment to attracting passionate and skilled individuals. Specific details regarding salary and benefits can be discussed during the hiring process.

TO APPLY:

Please submit your resume and cover letter to ea@anfca.com with 'Rise Up Project Coordinator' in the subject line. In your cover letter, please clearly demonstrate your understanding of surrounding urban Indigenous youth barriers and opportunities and your qualifications for this position.

Please note: Due to the sensitive nature of this work and as an employee of ANFCA, the successful candidate will be required to undergo a criminal record check and vulnerable sector screening.

ANFCA is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating a diverse and inclusive workplace. ANFCA is committed to having a team that reflects the communities in which we and our member Friendship Centres live and work. As an Indigenous organization, we focus our efforts on recognizing the diverse talents that will drive our organization forward and we respect and value the broadest range of experiences, genders, ethnicities, and perspectives as key elements of our culture.

APPLICATION DEADLINE: This opportunity will remain open until a suitable candidate is found.