



UYP Programs Coordinator – Northern Treaty 7 Region

Deadline: Until a suitable candidate has been found.

About Us:

Canada Bridges is an Indigenous-led organization, guided by the principles outlined in the Circle on Philanthropy's Indigenous 4 Definitions Matrix. We are dedicated to empowering Indigenous youth and young adults aged 16-30 across Treaty 7, ensuring that Indigenous leadership is embedded at all levels of decision-making within our organization.

We believe in the inherent leadership potential of all Indigenous youth and are committed to creating pathways that support them in achieving their goals for positive community change. Recognizing the systemic barriers that can obscure youth strengths, we work to unveil and nurture their leadership abilities.

As a registered charity non-profit, Canada Bridges operates with a small, dedicated staff team, supported by a broad network of volunteers, community champions, and partners. We are guided by Indigenous ways of knowing and being, ensuring our work is rooted in cultural relevance and respect.

Hiring Preference:

Canada Bridges is an Indigenous- and youth-led organization serving Indigenous youth. Our model is grounded in the principles of self-determination, peer mentorship, and community accountability. The success of our programs depends on facilitators who have a deep, lived understanding of the cultural, social, and personal realities of the youth we serve.

Therefore, in filling this role, we will be applying two specific hiring preferences:

- **Indigenous Ancestry:** To ensure our programs are delivered with cultural authenticity and integrity, preference will be given to qualified candidates of Indigenous ancestry.
- **Age (18-30):** This role is a peer-mentorship position requiring recent and relevant lived experience to effectively connect with and guide our youth participants.

We strongly encourage qualified Indigenous youth to apply and self-identify.

Your Impact & Key Responsibilities

Reporting to the Program Manager, the UYP Programs Coordinator is a vital, hands-on role at the heart of our mission. You will lead the direct delivery and facilitation of the Unveiling Youth Potential (UYP) program, our core framework for youth empowerment. While the Program Manager provides strategic oversight, you will be on the ground, building the relationships and running the workshops that bring our mission to life.

This is an opportunity to directly facilitate a transformative process for Indigenous youth, creating culturally relevant, community-based, and trauma-informed spaces where they can thrive. You will be instrumental in fulfilling the General Circle's primary aim: the effective, culturally grounded delivery of programs that empower Indigenous youth.



Program Leadership & Facilitation (50%)

This is the heart of your role, where you bring our mission to life through direct engagement with youth. Your work here is the primary vehicle for achieving General Circle Aim 1: to ensure the effective, culturally grounded delivery of programs that empower Indigenous youth.

- Lead the planning, coordination, and direct facilitation of all Unveiling Youth Potential (UYP) program workshops.
- Act as the primary relationship holder with youth participants, fostering a safe, inclusive, and collaborative environment built on trust, choice, and empowerment.
- Provide direct, ongoing mentorship to youth participants, supporting their personal growth and the development of their community-based social ventures.
- Ensure all program activities are delivered through a strengths-based, youth-led, and trauma-informed lens, rigorously adhering to Canada Bridges' practices for safety and empowerment.

Community & Team Engagement (25%)

In this pillar, you will build and nurture the network of people who make our work possible and impactful. This directly contributes to General Circle Aim 3 by building collaborative partnerships and General Circle Aim 2 through staff development and a healthy team culture.

- Maintain respectful, collaborative, and culturally sensitive relationships with Indigenous communities, Elders, Knowledge Keepers, youth, families, and partner organizations.
- Practice the organization's "invitation-based outreach" philosophy, focusing on building deep, trust-based relationships over time.
- Recruit, train, and provide ongoing support to a network of volunteer mentors who will assist the youth participants.
- Supervise and mentor the UYP Youth Consultants, ensuring their work consistently reflects the UYP framework and contributes to program goals.
- Contribute to impactful storytelling by identifying and sharing stories of youth success and program activities with the Program Manager to support broader communications and learning.
- Provide adaptable programming assistance to team members, stepping in when needed and balancing contributions with personal project commitments.

Organizational Stewardship & Evaluation (25%)

This work ensures our programs are effective, accountable, and contribute to the health and continuous improvement of the entire organization. This supports General Circle Aim 1 through robust evaluation and General Circle Aim 2 by strengthening our organizational systems and Sociocratic culture.

- Actively participate in our Sociocratic governance model by helping to develop and consent to policies that achieve the General Circle's aims.



- Facilitate the UYP Development Helping Circle, a collaborative group that advises the General Circle on the continuous improvement of the UYP framework.
- Ensure "street-level experiences" and community feedback are channeled through the Helping Circle to inform the adaptive management of programs and policies.
- Contribute to the program evaluation strategy by collecting, analyzing, and interpreting data to assess program effectiveness and inform continuous improvement.
- Uphold fundamental organizational standards, including those required for Imagine Canada accreditation and policies related to youth protection and safeguarding.
- Manage day-to-day program logistics and expenses in adherence with the regional budget overseen by the Program Manager.
- Support broader Canada Bridges fundraising efforts by raising awareness within your networks and assisting with donor-related activities.

Key Details & Work Environment:

Position Title: UYP Programs Coordinator – Northern Treaty 7 Region

Manager: Program Manager. **Reports to:** Program Manager, General Circle

Employment Type: Full-Time (37.5 hours/week)

Annual Salary: \$52,500

Work Model: Hybrid

- This position is structured as a hybrid role, with a minimum of 3 days per week anchored at our downtown Calgary office. These days are essential for direct program support, facilitating youth drop-in times, and collaborative staff meetings.
- The balance of the week will involve working directly at programming locations or, where program needs allow, working remotely.
- The specifics of this hybrid arrangement may be adjusted to meet evolving program and organizational needs.

Qualifications:

Required Experience & Skills:

- A degree or diploma in a relevant field (e.g., social work, education, Indigenous studies) or equivalent lived and professional experience.
- Demonstrated experience (typically 2-3 years) in a program coordination or facilitation role, with direct experience building supportive relationships with Indigenous youth.
- A deep understanding of historical and intergenerational trauma and a strong commitment to and knowledge of trauma-informed practices.
- A strong foundation in and respect for Indigenous cultures, traditions, and ways of knowing, with experience working alongside Elders and Knowledge Keepers.
- Exceptional facilitation, interpersonal, and communication skills, with a demonstrated ability to practice active listening and create safe, collaborative spaces.



- Ability to leverage generative AI tools (ChatGPT) to enhance program-related tasks, such as brainstorming workshop ideas, drafting communications, or creating resource materials.
- Proven ability to work in partnership with community organizations and a collaborative mindset that ensures youth voices are central to your work.
- Strong organizational and time-management skills, with the ability to manage multiple priorities effectively.
- A valid Class 5 driver's license and access to a reliable vehicle for travel to program locations.

Valued Attributes & Assets:

While not mandatory, the following qualifications are highly valued and will be considered strong assets for any applicant:

- Familiarity with Brené Brown's Shame Resilience Theory, Narrative Therapy, or Asset-Based Community Development (ABCD).
- Experience working within a Sociocratic or other non-hierarchical governance model.
- Experience with social entrepreneurship concepts, grant reporting, or conflict resolution skills.

To Apply:

To help us understand your unique qualifications for this role, please submit your resume and a cover letter to GeneralCircle@canadabridges.com.

In your cover letter, we invite you to speak to the following three areas that are central to this position:

- Your professional experience in program coordination, facilitation, and youth mentorship.
- Your passion for the work and why the principles of the Unveiling Youth Potential (UYP) program resonate with you.
- Your connection to your Indigenous community and how this lived experience informs your approach to supporting and empowering Indigenous youth on their own journeys.