

## MOTIVATE CANADA

### EMPLOYMENT OPPORTUNITY

# GEN7 Program Coordinator

**Motivate Canada** is a not for profit organization specializing in the development of youth driven programs that help young people meet life's challenges and reach their full potential. From the ESTEEM Team athlete role model and goal setting program, talking about sport and the positive contribution it can make to life, to Youth ACTIVATORS combining their talent and energies at the community level to make sport better for all young people, to GEN7 Messengers in Aboriginal communities working with youth and adults to make positive change through sport and physical activity, to the newly created ACTIVE CIRCLE which supports Aboriginal youth and communities to develop long term sport and recreation programs, Motivate Canada works to foster healthy, active and engaged youth.

**Motivate Canada is recruiting for a GEN7 Program Coordinator who is energetic, well organized and enthusiastic about the 'potential of youth'. This position will provide support to the GEN7 program and work closely with the Active Circle.**

Reporting directly to the Active Circle Manager and working in the Ottawa office, the primary responsibilities of the position include:

#### **Program Support**

- Assist in the application and selection process for both GEN7 Messengers and communities
- Establish and maintain relationships with community leaders
- Facilitate discussions between GEN7 Messengers and community leaders pre and post visits
- Provide logistical support to the GEN7 Messengers for community visits including all travel arrangements
- Provide logistical support for GEN7 training and debriefing gatherings including travel arrangements, accommodations, facility rentals
- Assist in the development and maintenance of training resources and community toolkit

#### **Communications Support**

- Provide regular updating of GEN7 website with biographic information and news alongside the Communications Manager
- Maintain and update social media platforms (ie Facebook and Twitter)
- Assist in the development of communications/promotional materials for the GEN7 program
- Attend conferences and tradeshow to promote the GEN7 program, as required
- Ensure regular contact with GEN7 Messengers and communities
- Provide timely updates of community visits

#### **Administration**

- Assist in the development, delivery and compilation of evaluation tools for the GEN7 program
- Assist in the preparation of reports and submissions
- Maintain GEN7 database and tracking documents

#### **Skills:**

- Knowledge and experience working with First Nation, Inuit and Métis cultures and communities
- Experience in logistics and administration
- Computer Skills: Microsoft environment,
- Excellent written and verbal communication skills
- Demonstrated ability to manage a diverse workload, prioritize tasks and work both independently and collaboratively
- Flexibility and ability to adapt quickly in a fast paced environment
- Sense of humour and positive attitude
- Understanding of youth engagement strategies, sport and recreation is an asset

**Qualifications:**

- Education or related experience in Aboriginal Studies, Recreation, Sport Management, Administration or Sociology, youth programming or community engagement
- 2 years experience working in the administrative, sport, recreation or community/youth engagement field
- Able to travel within Canada
- Willing and able to work weekends and evenings when required

**Preference will be given to First Nation, Inuit and Métis people and applicants are asked to self-declare in their resume or cover letter.**

Please send your confidential resume, along with cover letter to Katharine Hare, Active Circle Manager, at [Kathy@motivatecanada.ca](mailto:Kathy@motivatecanada.ca)

**Type of position:** Full time

**Salary Range:** \$32,000 - \$36,000 pa

**Application Deadline:** October 8, 2010

**Starting Date:** November 1, 2010

**Contact Information:**

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