

Job Opportunity (April - June 2025)

JA Program Coordinator, temporary

Contract Temporary – up to 35 hours per week, flexible based on candidate

Virtual home-based office with residency in Nunavut or NWT, travel required

Compensation commensurate with experience

About the Organization

JA Canada (JACAN) is the national office for JA in Canada and a member of JA Worldwide. JACAN has been providing financial literacy, workplace readiness and entrepreneurship programs in partnership with the Canadian education system since 1955. Designed to inspire, prepare and help youth succeed, JA delivers over 440,000 learning experiences annually to youth across Canada via a network of 14 offices from coast to coast. JA is committed to ensuring all youth can benefit from JA program experiences and is implementing a plan to serve the northern territories in Canada.

JACAN is a progressive and inclusive organization dedicated to educating youth about financial literacy, work readiness and entrepreneurship, wherever they are. By combining hands-on program experiences with innovative digital resources, JA ensures its programs are accessible to all. Since its launch in 2020, the JA Campus has offered over 25 eLearning and facilitated programs for students and teachers from grades 3-12. JACAN is committed to creating best in class curricula and employing effective programming methods to engage youth across Canada.

About the Role

We are seeking a dynamic and motivated contract Program Coordinator for the northern regions (Northwest Territories, Nunavut, and Yukon) to work with our team. This role will be pivotal in building and maintaining relationships with schools to reach and impact youth in the north through JA program experiences.

A summary of work includes, but is not limited to, the following:

Key Responsibilities

- Work with the JA team to identify program experience offerings and effective delivery models for youth in the north
- Provide input on program adaptations to best support and meet the needs of youth

- Develop and manage relationships with schools, teachers and education partners to raise awareness of JA's program offerings
- Develop promotional resources and communications for educators and volunteers
- Recruit schools and teachers interested in participating in JA programs
- Recruit, screen and train volunteers to support the delivery of program experiences
- Provide training teachers to effectively support and/or deliver JA program experiences
- Coordinate JA program experiences with schools, teachers, and volunteers
- Gather feedback and evaluation of learning outcomes for students participating in JA programs to assess effectiveness and impact

Administrative Duties

- Perform administrative tasks as required to support program delivery and coordination using salesforce (training provided)
- Provide activity reports and updates as required

Experience and Qualifications

- Experience working in or with northern education systems
- Strong communication and organizational skills
- Passion for youth education and community development in the North
- Experience in training and development
- Understanding of Inuktitut language is an asset
- Ability to work remotely and manage time effectively
- Willingness to travel as required

Application Process

To apply for the position of Program Coordinator, North please submit your resume, a cover letter outlining your relevant experience, and any supporting documents or qualifications to janorth@jacanada.org with "Program Coordinator North" as the subject. Please note direct LinkedIn applications will not be considered. Candidates are encouraged to apply as soon possible. The posting will remain active until a candidate is selected.

JA Canada is committed to an inclusive, diverse, equitable and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic

origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation or identity, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Ontario Human Rights Code.

We thank all candidates for their interest in advance. An offer of employment with JA Canada is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations.