

Career Opportunity (September 2025)

Alumni & Youth Engagement Coordinator

Full-time permanent position (remote)

Travel: Required for select events and meetings

About JA Canada

JA Canada is the national office for Junior Achievement (JA) in Canada and part of a global network that operates in over 100 countries worldwide. JA Canada 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 close to 500,000 learning experiences annually to youth across Canada via a network of 14 offices from coast to coast.

JA Canada is committed to reimagining and revitalizing learning through leveraging new technologies and exploring alternative delivery models. The JA Campus, launched in 2020, has more than 100 eLearning and facilitated program experiences for teachers and students in grades 3-12. Through JA, young people are equipped with the skillset and mindset to build thriving communities. If you're looking to join a progressive, impactful learning organization JA Canada might be the place for you!

About the Role

JA Canada is seeking a dynamic and collaborative individual to join our team as an **Alumni & Youth Engagement Coordinator**. This role plays a pivotal part in advancing JA Canada's alumni engagement plan and direct-to-youth learning strategy.

The **Alumni & Youth Engagement Coordinator** will lead national efforts to identify and engage JA Canada alumni, establishing a vibrant and supportive network. Responsibilities include launching recruitment initiatives, hosting continued learning experiences, developing communications, and coordinating events. You will also create inclusive resources for local charters and oversee national alumni activities in collaboration with charter offices and global JA partners.

On the youth engagement front, the **Alumni & Youth Engagement Coordinator** supports post-program engagement, and leadership development. You will also support nationally

sponsored youth events and peer networks, while managing alumni and youth contact databases in Salesforce with a strong commitment to privacy.

Reporting to the VP, Programs & Charter Services, the **Alumni & Youth Engagement Coordinator** will play a key role in this exciting work that will build and strengthen alumni across Canada, support youth learning and foster community and lifelong engagement across the JA network.

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

Alumni Strategy

- Implement JA Canada's national alumni engagement plan.
- Create a comprehensive toolkit for charter offices to establish and manage local alumni chapters. Ensuring resources are inclusive, accessible, and adaptable to regional needs.
- Work in collaboration with JA Canada local offices to recruit and onboard alumni to participate in national events and learning initiatives.
- Establish and support the National Alumni Committee and JA charter staff with locally based alumni groups.
- Support the planning and execution of communications for JA alumni, including direct emails, newsletters, and social media.
- Lead the planning and execution of national alumni activities for JA Canada.
- Liaise with JA Worldwide and other global partners to promote international alumni opportunities.
- Support measurement and evaluation initiatives to demonstrate long-term impact of JA learning experiences as youth.
- Manage the National alumni database ensuring adherence to privacy requirements.
- Report on alumni initiatives and KPI's aligned to strategy.

Direct to Youth

- Support with the development of JA in Canada's direct-to-youth strategy.
- Work with national program partners, and JA staff in Canada on direct-to-youth engagement and post-program learning opportunities for youth across Canada.
- Collaborate with internal teams and local charters to ensure alignment and consistency in youth outreach.
- Support the planning and execution of communications for youth opting into continued learning.

- Collaborate with partners and lead the planning and execution of national direct to youth experiences for JA Canada.
- Support measurement, tracking and evaluation of direct to youth learning experiences.
- Coordinate youth mental health peer advocate initiatives.
- Manage the national database of youth opting in to continued learning and leadership development ensuring adherence to privacy requirements.
- Report on direct to youth initiatives and KPI's aligned to strategy.

Nationally Sponsored Events

- Attend and represent JA Canada at various nationally supported youth events [including but not limited to Mental Well-Being Summits, Skilled Trades Summits, Pouring Potential and Job Shadow experiences, etc] and other initiatives across Canada to support as needed.
- .Manage relationships with specialized program event partners and facilitators, working under the leadership of the VP Programs and in collaboration with the Implementation Manager.
- Serve as JA Canada spokesperson, when as needed, at student events.
- Collect and document program/ event assets, testimonials, stories, highlights.
- Support event implementation, execution and monitoring.

Experience and Qualifications

- Experience with JA programs or familiarity with JA learning experiences is a strong asset.
- Demonstrated experience in youth engagement, leadership development, or alumni relations.
- Strong communication skills, both written and verbal.
- Experience working within a federated or multi-stakeholder organization.
- Ability to work independently and collaboratively in a remote environment.
- Strong project management, communications and organizational skills.
- Bilingualism (English and French) is an asset.
- Proficiency in Microsoft Office, CRM systems, and virtual collaboration tools.
- Comfortable with travel for events and meetings.

Application Process

To apply for the position of **Alumni & Youth Engagement Coordinator**, please submit your resume, a cover letter outlining your relevant experience, and any supporting documents or

qualifications to careers@jacanada.org with “Alumni & Youth Engagement Coordinator” 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.