



miskanawah

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PLANET YOUTH PROJECT DEVELOPER

Location: 2335 30th Avenue NE
Position Type: Full Time, Permanent
Hours: Monday – Friday (37.5 hours/week)
Program: Planet Youth

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions and evidence-based practices in human services, to support vulnerable children, youth and families.

The Planet Youth Project Developer works closely with the Miskanawah Manager, Planet Youth Lead, and the Planet Youth Indigenous team to develop an Indigenous parallel to the Planet Youth model. This role will provide administrative support and work to create a foundation and structure, as well as play a key role in the communication and promotion of the Indigenous Parallel of Planet Youth.

Responsibilities:

- Work closely with the Indigenous Parallel team to lead the development and implementation of the Indigenous Parallel including the integration of coalition, research and data gathering, community stakeholder engagement, project communications, and resource development activities Develop and prepare reports, set agendas, collect and analyze data
- Support team to create, evaluate, and integrate new processes to ensure high quality of service
- Support processes for both written and oral program reports
- Contribute to the research and evaluation activities, project reporting, and resource development for the Indigenous Parallel
- Support the development of logic models to communicate need and guide program planning and evaluation
- Maintain accurate records of all administrative activities, processes, and evaluations
- Serve as a point of contact for internal and external stakeholders regarding administrative matters
- Identify opportunities for process improvements and recommend solutions
- Work collaboratively with Indigenous Research team to develop and implement parallel to Planet Youth survey
- Work alongside the Indigenous Parallel team as needed to facilitate ongoing process of program design, implementation, and revision
- Attend and support meetings, events, and ceremonies that are happening in community
- Build relationships with Indigenous community
- Coordinate and support community gatherings
- Act as an advocate for Indigenous youth



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- Engage and consult with Elders throughout the development and implementation of the Planet Youth project

Skills and experiences:

- Diploma or degree in Business Administration or Project Management
- Expertise in Microsoft applications including Word, Excel and Outlook
- 2 – 5 years of experience in the non-profit sector
- Ability to work individually as well as part of a team
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Excellent organizational and data management skills

Requirements:

- Experience working with both Indigenous and Western communities
- Willingness to learn and understand of the Planet Youth Icelandic Framework
- Experience networking and building relationships with diverse audiences
- Knowledge and experience in project management and/or strategic planning
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Child Intervention Check
- Class 5 Driver's license
- Valid First Aid or CPR certification
- Indigenous Awareness Training
- Diversity Training

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca. Please reference "Planet Youth Lead" in the subject line. We thank all applicants, however, only those selected for interview will be contacted. Position will remain open until a suitable candidate is found.