



**miskanawah**  
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## POSITION

### Youth Work Experience Coordinator – re:Vision

**Location:** 2335 – 30 Avenue NE  
**Position Type:** Part time hourly  
**Hours:** 14 - 21 hours per week  
**Program:** re:Vision

#### Position Summary:

re:Vision is an innovative, culturally-based employment program that creates connections between Indigenous youth and employers. The program is focused on supporting young people in our community to work with employers who are open to learning about the unique needs of the Indigenous community. re:Vision offers a new approach to supporting both youth and employers to nurture a successful working relationship.

The Youth Work Experience Coordinator provides mentorship, guidance, and supervision to youth participating in employment readiness experiences. This role supports young people in developing the skills necessary for successful entry into the workforce by connecting them with temporary work experience opportunities at Miskanawah.

The Co-ordinator collaborates closely with internal staff to identify meaningful assignments that align with each participant's interests, strengths, and development goals. Through this work, the Co-ordinator fosters a supportive learning environment that promotes confidence and skill development for youth.

#### Job Responsibilities:

- Work alongside the re:Vision team to identify youth who could benefit from hands-on work experience in a supportive environment
- Work collaboratively with larger Miskanawah team to identify opportunities for youth to gain work experience
- Provide individualized guidance and one-on-one mentorship to youth, including strategies to support their success
- Support youth in building confidence, workplace skills, and employment readiness
- Schedule, prepare, and support youth to attend work experience opportunities
- Ensure daily, weekly, and monthly structured documentation is completed in a timely and professional manner to support program planning, reporting, and evaluation
- Act as a role model for both staff and youth
- Respect, advocate and protect the rights of youth
- Track participation and hours worked



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### **Requirements:**

- Some post-secondary education or equivalent experience
- Experience working with youth/young adults
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Strong communication skills
- Knowledge and understanding of how systems such as the child welfare and justice system negatively impact Indigenous people
- Creativity
- Ability to work independently and as part of a team
- Competency in Microsoft applications including Word, Excel, and Outlook
- Valid Class 5 driver's license and a driver's abstract with minimal demerits
- Use of a reliable vehicle with \$2,000,000 liability insurance

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 [mbohnsack@miskanawah.ca](mailto:mbohnsack@miskanawah.ca) and reference **"Youth Work Experience Coordinator – re:Vision"** in the subject line. We thank all applicants, however, only those selected for interview will be contacted.