



## Northern Council for Global Cooperation

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[www.ncgc.ca](http://www.ncgc.ca)

### PROGRAM COORDINATOR

#### POSITION DESCRIPTION

**Position Title:** Program Coordinator (1 position)  
**Type:** Part-Time  
**Salary:** \$24,375 - 18.75 hours /week and 3 weeks annual vacation  
**Location:** Whitehorse, Yukon  
**Reporting to:** Program Manager  
**Application deadline: February 26, 2018**

#### SUMMARY

Since 2002, the Atlantic Council for International Cooperation (ACIC) has offered more than 100 internships in 16 countries through the International Youth Internship Program and the International Aboriginal Youth Internship Program. These internships provide youth (age 18-35) with international development experience, skills, and knowledge to help better prepare them for future employment, while advancing Canadian development objectives.

ACIC and the Northern Council for Global Cooperation (NCGC), have received funding to implement the International Aboriginal Youth Internship Initiative over a five-year period (2018-2023) which will see 100 interns placed in the field (20 per year).

ACIC and NCGC are working together to offer interns valuable experience both overseas as well as in Canada. Interns will work in the areas of securing the future of children and youth, stimulating sustainable economic growth, and increasing food security. Through this experience, interns develop skills and experience that will assist them in securing employment as well as enabling them to make connections and develop relationships with many Canadian development practitioners.

Internships are four months in duration, with approximately one month of pre-departure and reorientation training. Intern placements are hosted in collaboration with our southern partners in Costa Rica, Nepal, Myanmar, Cambodia, Guyana and Kenya. Throughout their internship and upon their return, interns carry out public engagement activities related to their internship. All interns are required to attend a re-entry debriefing, conduct public engagement activities, and complete necessary reporting after returning from overseas.

A modest living allowance is provided to interns, as well as funding to assist with a variety of costs related to the internship, including: travel to overseas posting, medical insurance, visas, training and job search support.

The Program Coordinator will work closely with and report to a Program Manager based in Nova Scotia. Both positions are supervised by senior level management at ACIC and NCGC, but as a key member of a small staff team, they must be able to work independently on a variety of tasks, and to motivate others to participate.

## RESPONSIBILITIES

- Support the coordination of the International Indigenous Youth Internship Program, including liaising with local partners and international hosting partners, recruitment, selection, orientation program development and delivery, supervision of Indigenous youth interns, facilitation of logistics for interns in Canada and overseas, and providing support for public engagement activities related to the program;
- Build and maintain strategic relationships with indigenous communities, organizations and groups;
- Establish and consolidate relations with families, communities, alumni and volunteers;
- Facilitate internship recruitment process, including advertising, connecting with appropriate organizations/institutions, assisting with selection process, contract development, etc.;
- Coordination of logistics: working with experts to book travel, liaising with embassies and consulates to facilitate visa applications, event planning/management, other logistics;
- Assist in the financial management/reporting and monitoring of program budget;
- Assist in ensuring program activities are completed according to the intended outcomes, budget and timelines established;
- Project monitoring and evaluation, including data tracking, documentation of good practices and lessons learned, and contribution to narrative reports;
- Create reporting templates, provide support and guidance, and consolidate reports by interns and partners;
- Assisting in proposal writing and fundraising, where applicable.

The Program Coordinator position is also responsible for:

- Actively participating in staff meetings and providing input towards the development of other organizational activities, operational practices and policies as required;
- Providing general administrative support;
- Representing NCGC & ACIC at events or external meetings, when requested;
- Responding to general telephone and email inquiries;
- Other duties, as deemed necessary.

## QUALIFICATIONS

- An undergraduate degree in a relevant discipline (international development, human resource management, education etc.) or equivalent experience;
- A minimum of two years recent and related experience, preferably within international cooperation, not-for-profit or public engagement spheres;
- Human Resource Management Experience - recruitment, selection and providing support for staff;
- Experience working in partnership or collaboration with multiple stakeholders;
- Demonstrable knowledge and sensitivity of the realities indigenous youth and communities, as well as Indigenous languages, cultures, identities, traditional practices and land based relationships;
- Understanding of the principles and practices of international development;
- Strong interpersonal skills, with a demonstrated ability to work effectively with diverse groups;
- Commitment to open communication and collaboration in a team environment;
- Clear, engaging and effective written communications skills and an ability to adapt to various audiences;
- Excellent organizational skills and attention to detail;
- Demonstrated good judgment and discretion, particularly when working with youth;
- Demonstrated ability to organize work, set priorities, meet deadlines, monitor progress towards goals, and track information;
- Demonstrated initiative and creativity;
- Excellent computer skills (MS Word, Excel, Adobe, internet, e-mail);
- Ease in establishing effective communications, including in a cross-cultural and multilingual environment (tact, diplomacy, professionalism);
- Ability to handle stress and complexity;
- Ability to meet deadlines and objectives;
- Ability to work with minimal supervision;

- Ability to establish collaborative, multi-stakeholder relations at various levels;
- Ability to travel in Canada and internationally to perform short term missions;
- Be able to work overtime to meet deadlines, where necessary;
- Be on call on a rotating basis;
- Ability to work as part a remote team;
- Ability to communicate in both official languages an asset and working knowledge of Spanish is an asset;
- Experience working internationally in a cross-cultural setting an asset;
- Knowledge of an indigenous language an asset.

**Application Details:**

Please submit your resume, cover letter, the names and contact information of three references and where you heard about the job posting, in ONE document, by e-mail to [ed@ncgc.ca](mailto:ed@ncgc.ca) by **4:00 pm PT on February 26, 2018**. Please ensure that you indicate the position title in your subject line. Thank you for applying. Only short-listed candidates will be contacted to arrange for an interview.

*ACIC and NCGC are equal opportunity employers and are committed to hiring individuals who reflect the diversity of Canadian communities. Due to the nature of the program we will give preference to people with Indigenous ancestry. Please be sure to self-identify.*