

## Program Assistant – Fulltime Summer Position (May-August)

Northern Youth Abroad (NYA) is a small, charitable organization that serves youth living in Nunavut and the Northwest Territories (<http://nya.ca/about-us/>). We offer experiential education programs that seek to foster cross-cultural awareness, individual career goals, and global citizenship in Northern youth. Created in 1998 NYA has more than 500 program alumni from across Nunavut and the NWT, 98% of whom are Inuit, First Nation or Métis. We are looking to hire a Program Assistant to join our staff during our most active program phase (May to August).

This is a full-time contract position working out of our Ottawa office. This is an ideal position for someone, especially a student, interested in playing a meaningful role in providing life changing experiences for youth and working as part of a small and dedicated team.

### Working at NYA:

- The most important aspect of every job at NYA is supporting the success of our Participants and Alumni. This means that our approach, hours and philosophies support their needs, their potential, and their excellence.
- Our work and approach is directed by our guiding principles (<http://nya.ca/about-us/who-we-are/>)
- We are a northern serving and northern focused organization. It's important that every staff is knowledgeable and connected to the people and places that we serve. Through diversity, openness and collaboration NYA provides a unique opportunity to learn, share and grow, while reflecting the culture and lifestyle of the Canadian North.
- NYA's environment is a balance of fun, flexible and friendly, passionate and energetic and totally committed. This means that it is a good fit for people who like versatility, a fast pace, and like to work together to take on big challenges.
- We consider ourselves a training organization and we offer lots of opportunities to be involved in program creation, learning new areas, and contributing ideas and input, even for short term staff.

### Job Details:

- Work with program staff to coordinate and facilitate NYA's summer programming and its participants. This will involve being a part of many parts of the organization, working with all team members, and balancing individual work and collaboration.
- Assist with the coordination of participant work placements including recruiting partner organizations, providing orientation before placement, support during placement, and assist in the evaluation post-placement.
- Assist in the preparation of the NYA Orientation (8 day) and Reorientation (9 day) events and attend
- Support and arrange logistics relating to travel, event coordination, and program placements
- Assist in participant, host family, and work placement support
- Work independently while the Executive Director, and/or senior staff is away from the office
- Assist with program administration, promotion and publicity

### What We'd Like You to Bring:

- We will be applying for funding for this position from Canada Summer Jobs and because of that our preference will be for candidates that meet that programs eligibility requirements which are: to be between the ages of 15-30 (in May, 2019), to be a Canadian Citizen, permanent resident or refugee, and to have a valid Social Insurance Number. If you meet these criteria please let us know on your application.
- We strongly encourage applications from NYA Alumni, and others with a connection to the North, including Inuit, First Nations and Métis candidates. For all candidates, knowledge of the Canadian North and its people is a strong asset.
- A combination of work experience, education and personality that supports you taking on this role.
- An interest in a position where you can learn new things, set and achieve ambitious goals, and see the outcome of your effort. This means being open minded, willing to try new things and ask for help, and put a lot of effort into learning and growing during your time here, with support and mentorship.
- Experience working in a supportive role with youth is an asset, as is experience in non-profits, and with volunteers.

- A strong desire to play a big role on a small team – we value relationships that are based on kindness, generosity, collaboration and mutual support.
- We like technology – we think that it makes our small team able to do a lot more, and really just makes us better. We use a combination of traditional software suites like Microsoft Office, and Adobe Creative Cloud along with leveraging newer apps and technology like Slack, Trello, and Airtable. Therefore, we want you to be comfortable with technology, and generally open and willing to learn. We are mostly a MAC office.
- Comfortable working in a dynamic, and sometimes hectic, work environment, with a group of deeply passionate, youth-focused staff
- Ability to work flexible hours and overtime including evenings and weekends during peak program times, and during special events and activities.
- Drivers license (preferred)

Compensation: \$15 per hour/40 hours per week. All expenses related to attending Orientation and Re-Orientation are covered (accommodation, meals, transportation).

Interested in joining the NYA Team? Apply online

Please submit your application by Monday February 18th, by the end of the day.