

Achievement Coach – Full Time Contract

We are looking to hire a Participant Achievement Coach who will work onsite and remotely to help Participants set and achieve their goals.

Job Details:

- The Achievement Coach works with Participants and Alumni to help them set and achieve their personal, educational and career goals.
- Develop and find resources to create a knowledge base on education, career and training options available and communicate these in an accessible manner.
- Attend training sessions to support instructors and Participants, promote learning, and identify and address any barriers to success.
- Work with Participants to complete assignments, and develop individualized goals and plans.
- Facilitate career exploration with each Participant providing a guided experience that allows them to determine their career goals and interests, gain exposure to and explore a broad spectrum of opportunities, and gain the skills and understanding necessary to navigate their desired path
- Work other NYA staff to accomplish NYA's learning objectives, plan activities and support Participants in a harmonious and rich atmosphere.
- Assess and identify Participant needs, and then work in collaboration with the Participant and others to identify and access appropriate supports and opportunities.
- Research, identify and arrange opportunities for Participants to volunteer, job shadow, take part in leadership and skill development, and cultural and recreation activities.
- Engage with and build relationships with partner organizations and multiple stakeholders to achieve results.
- Assist with planning, reporting and evaluation of the project and its activities.
- Liaise with and take direction from the Executive Director.

Qualifications include:

- Experience working with youth in a supportive role, and comfortable providing mentorship, guidance and encouragement in a positive and encouraging way. Previous experience in assessing needs, counselling, and education are all assets.
- Prior experience working with Northern Canada and/or Indigenous youth is a highly desired asset, as is knowledge of the issues affecting youth living in the Canadian north.
- A background in career coaching/counselling and/or education.
- A self starter who is comfortable in a role that requires initiative, creativity and resourcefulness to leverage the resources available in a way that provides the richest experience possible to Participants.
- Great time management and organization.
- Able to work cooperatively and collaboratively in a small team environment, and to pitch in as necessary when help is needed by other staff, or volunteers.
- Strong communication, research and organizational skills.
- The ability to work flexible hours including evening and weekend work at times.