

## Achievement Coach (Full-Time Contract, Possibility to Extend), Ottawa

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 aim 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 Participant Achievement Coach who will work both onsite and remotely to help Participants set and achieve their goals.

### 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 are 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 member is knowledgeable and connected to the people and places 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, flexibility, and friendliness; passionate and energetic; and totally committed. This means it is a good fit for people who like versatility, a fast pace, and working together to take on big challenges.
- We consider ourselves a training organization and offer many opportunities to be involved in program creation, learning new areas, and contributing ideas and input.

### Job Details:

- The Participant Achievement Coach will work with Participants in the NYA Next program both one-on-one and as a team, supporting the creation and facilitation of opportunities for each Participant to explore, set, and achieve their personal, educational, and career goals.
- Assess and identify Participant needs, then work in collaboration with the Participant and others to identify and access appropriate supports and opportunities.
- 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 a broad spectrum of opportunities, and acquire the skills and understanding necessary to navigate their desired path.
- Work with Project Leaders to accomplish NYA's learning objectives, plan activities, and support Participants in a harmonious and rich atmosphere.
- Research, identify, and arrange opportunities for Participants to volunteer, job shadow, participate 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.
- Attend NYA Orientation and Reorientation 3-day events and assist with tasks and activities as required.
- Act as positive role models for Participants.
- Carry out NYA's vision, mission, and guiding principles.
- Work in a collaborative, open, and supportive manner with all stakeholders, including Participants, other staff, volunteers, and program partners.

## Qualifications Include:

- Experience working with youth in a supportive role, comfortable providing mentorship, guidance, and encouragement in a positive and encouraging way. Previous experience in assessing needs, counseling, 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/counseling and/or education.
- A self-starter who is comfortable in a role that requires initiative, creativity, and resourcefulness to leverage available resources in a way that provides the richest experience possible to Participants.
- Great time management and organization skills.
- 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 evenings and weekends at times, is mandatory.
- Driver's license preferred.

## More Details:

- The preferred start date is June 3rd, and the contract will continue to August 30th. There could be potential to transition into a longer term role with the team for the right candidate.
- This position is based out of Ottawa and it will split time between the NYA Office, and onsite with the team at Algonquin College. NYA Staff work onsite at the team headquarters in west end Ottawa.
- This position is not required to live onsite with the team, but if the successful applicant is from outside of the Ottawa area (particularly from the North) they may request to live onsite with the group, and receive room and board.

Application deadline **April 1st, 2024**. Please visit <https://nya.ca/current-opportunities/> to apply.