

Travel and Logistics Coordinator – Full Time

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 among 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 an energetic and dedicated team member who will focus on the administration of the NYA office and organization in general.

This is a full-time position working out of our Ottawa office. Ideally, this position will begin as a one-year contract with the possibility of longer-term renewal but may be offered as a summer (May-August) position for the right candidate. This position is perfect for someone who thrives in a fast-paced role and likes to have their finger on the pulse of many tasks and projects.

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:

- This position will be the key position in charge of coordinating complex travel and event logistics including travel, facilities, schedules, and more. It requires organization, attention to detail, sound judgment, and decision-making. You need to love logistics, details, and plans and have the ability to run with ideas, turning them into a beautiful reality. Our ideal candidate is organized, anticipates upcoming needs, and can keep many balls in the air.
- Organize and share information with youth Participants, their families, volunteers, staff, vendors, etc. This will include superior ability to communicate and track information and excellent "customer" service.
- Track expenses, manage budgets, and work with vendors to ensure the best use of organizational resources.
- Perform other administrative tasks in support of the smooth operations of the NYA office, all programs, and various events and activities.
- This position is based out of the NYA office, and much of the time will have "normal" office hours. Sometimes travel is required, as are evenings and weekends. All staff have the opportunity for some travel, but this position does not require significant days away. The average per year would be less than 5. Over the course of the year, this could include visiting Orientation/Re-Orientation, attending the annual staff retreat, and occasionally other events like board meetings, fundraising activities, conferences, etc.

- NYA staff work from the office located in the west end of Ottawa. After a four-month probation, full-time staff have the option to transition to a 4-day condensed work week for most of the year (outside of active programming dates, which take place approximately 8 weeks per year).

Qualifications:

- Demonstrated experience in a similar role, through a combination of work experience and education, that has prepared you for this new challenge.
- A strong commitment to excellent service.
- Great organization, strong attention to detail, and eagerness to do great work, find new solutions, and work together to explore new potential.
- The ability to thrive under pressure when working with competing deadlines and changing priorities.
- To be a natural troubleshooter and solution finder.
- 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 based on kindness, generosity, and collaboration.
- 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.
- We like technology – we think it makes our small team able to do a lot more, and really just makes us better. Therefore, we want you to be comfortable with technology, and generally open and willing to learn. We are 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.
- Driver's license and vehicle access (preferred).

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