

## **NEXT UP**

a leadership program for young people  
committed to social and environmental justice

### **Employment Opportunity-Program Coordinator Next Up Ottawa**

Next Up is a national program for young emerging leaders in Canada. This intense leadership program examines a number of topics and disciplines, combining theory, practice, deep-thinking and hard skills. Next Up currently runs programs in Vancouver, Edmonton, Calgary and Saskatoon, and is starting a program in Ottawa. The program provides participants with a look into some of the most pressing domestic and foreign policy issues, and what “progressive” thinking is at on how to solve them. It will give participants a theory and practice of how change is made in society. Participants will meet some of the most innovative change-makers in Ontario— from the non-profit, business and public sectors — who are working for a better world. Next Up is seeking a highly motivated, passionate individual to coordinate this exciting project. [www.nextup.ca](http://www.nextup.ca)

#### **QUALIFICATIONS:**

- Excellent knowledge of labour, social justice, environmental justice and their interconnections
- Self-directed and ability to take initiative in a semi-structured and unsupervised, dynamic work environment
- Excellent knowledge of Ottawa-area NGOs, labour, social justice and environmental organizations
- Experience with social justice campaign work and community-based organizing
- Ability to prioritize work and manage numerous tasks simultaneously
- Strong ability to work well with youth, volunteers, and committees
- Experience in and commitment to community development and public education in order to build the capacity of diverse individuals and communities
- Experience coordinating projects, campaigns and events
- Experience creating promotional and educational materials
- Strong written, verbal and interpersonal communication skills
- Experience with popular education and skills sharing
- Strong organizational, office coordination and time management skills
- Post secondary education or equivalent experience is required

**OTHER ASSETS:**

- The ability to write and speak in both official languages
- Experience with fund development and securing resources for programming
- Ability to research, design and execute workshops for the purposes of public education/information sharing

**RESPONSIBILITIES:**

The Program Coordinator is responsible for the following work:

- Organizing program sessions which includes securing resource people, space and all related logistics for the program
- Supporting program action projects
- Connecting participants with community leaders
- Preparing sessions and other information materials
- Working with the Next Up Ottawa Advisory Committee
- Liaising with other Next Up program coordinators and the Director and supporting special Next Up events

**Contract information:**

This contract position is flexible and based on 16 hours a week, including evening and weekend work. This position reports to the Executive Director of Next Up. The position is a five and a half month contract with the possibility of becoming an annual contract. The contract runs from December 15, 2012 – May 2013 and will be remunerated at a rate of \$21/hour.

**Application deadline:**

Applications are due by midnight Wednesday day November 23, 2012 EDT. Interviews will take place Wednesday November 28. The position begins in December and the successful applicant must be available for training in Vancouver in December.

**Please submit applications to the hiring committee.**

Next Up thanks all applicants, but only those applicants selected for an interview will be contacted.

**If you are submitting your application by email:**

Please name your cover letter **firstname\_lastnameCVRLTR.doc**

Please name your resume **firstname\_lastnameCV.doc**

Email your application to **kevin@nextup.ca**

You can also send us your CV and cover letter by mail to:

Next Up Ottawa  
C/O Suite 500, 251 Bank St.  
Ottawa, ON  
K2P 1X3