



## Job Posting: fYrefly Program Coordinator

*Do you love public speaking and getting to know new people?*

- Speaking in front of small groups, big groups, young people, older people, and a wide array of people in between doesn't scare you

*Do you like organizing large and complex events?*

- You have an eye for details (such as how lunch will be served) and you're able to see the big picture by knowing how to connect programming content to overall goals of the event
- You can handle the stress of event planning and love working as a member of a team
- You have strong communication and delegation skills

*Are you passionate about educating folks on the 2SLGBTQ community and creating safer spaces for youth?*

- You can handle having difficult conversations with people who don't agree with you
- You're able to advocate for people while also knowing when to take a step back and let them advocate for themselves
- Your values are tied to anti-oppression, intersectional feminism, harm reduction, and anti-racism

### Position Overview

**Hours:** 37.5 Hours per week

**Salary:** \$40,000 – \$44,850 a year, commensurate with experience

**Benefits:** Full benefits package after three months; Group RSP plan after one year

The fYrefly Coordinator will be responsible for the ongoing development and successful delivery of the fYrefly in Schools program throughout the school year, and will work with a local volunteer committee to provide leadership and direction for the annual Camp fYrefly during the summer.

We are dedicated to building an organization that reflects the diversity of all we serve. This includes encouraging applicants that are diverse in gender identity, sexuality, culture, ability, and race. Please use your cover letter to tell us about yourself and your interest in working with OUTSaskatoon. **Preferential consideration will be given to First Nations, Metis, and Two Spirit applicants. We rely on section 48 of The Saskatchewan Human Rights Code for this measure.**



## Duties and responsibilities

1. Plan, organize, and deliver the fyrefly in Schools program to students, teachers, and administrators in Saskatchewan schools
2. Ensure the program is pedagogically sound, age-appropriate, and professionally delivered
3. Liaise with schools to make bookings and deliver presentations
4. Ensure and plan for effective program evaluation, tracking, and reporting on a monthly basis and as needed by funders
5. Develop outcome measurement tools for GSA networking, Camp fyrefly, and fyrefly in Schools
6. Attend weekly staff meetings and other team meetings as required
7. Coordinate and run Camp fyrefly, a camp for 2SLGBTQ youth
8. Attend monthly Camp fyrefly planning committee meetings
9. Assist with development of programming, training, and scheduling of camp
10. Assist with recruitment, application processes, and selection of campers for camp

## Qualifications

### Required:

- A Bachelor of Education or Social Work degree, or equivalent educational background
- Experience working as an educator, facilitator, or presenter
- Extensive knowledge of and/or experience working with the LGBTQ2S community, with a particular focus on queer and two spirit youth
- Experience with event planning, partnership building, and fundraising
- Experience using Prezi, Microsoft word, Excel, Publisher, PowerPoint, and G Suite programs
- Strong organizational and interpersonal skills
- Demonstrated skills in critical analysis and report writing
- Demonstrated leadership skills
- Strong communication and teamwork skills
- Ability to work independently and task-focused
- Commitment to anti-oppressive and social justice philosophy and practices
- A valid driver's license and access to a vehicle

## Work Environment

- This position is office and classroom based but due to COVID-19 will work from home until otherwise stated
- Position requires some evening and weekend work
- Position requires some travel
- Work environment includes the need to multi-task and to navigate constant disruptions and time constraints.
- Dealing with difficult human circumstances and emotions occurs on a regular basis.
- Light physical duties may be required depending upon one's abilities.



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1.800.358.1833

 outsaskatoon.ca

**Job Term:** This is a permanent, full-time position at 37.5 hours per week.

**To Apply:** Please submit **a detailed cover letter**, a **resume** highlighting relevant education and work experience, and **three references** (applicants that do not include a cover letter or references will not be considered) by email, mail, or fax to:

**ATTN:** Wendy Li  
learn@[outsaskatoon.ca](mailto:outsaskatoon.ca)  
306-665-1224  
Fax: 306-665-1280  
213 Ave C S  
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**Deadline to Apply: July 26, 2021 at 5pm**