



**Employment Opportunity  
Program Coordinator for Next Up Saskatchewan**

Next Up is a national leadership program, primarily for young people age 18-32, who are committed to social, economic and environmental justice. We currently have programs in Vancouver, Edmonton, Calgary, Saskatchewan, Winnipeg and Ottawa.

Our goal is to build and support a network of people doing justice work in Canada in many sectors, and at different levels of leadership. People who are working boldly, strategically, and with intention, at times working together, to bring about systemic change. We value the unique experiences and insights from people from marginalized communities, and encourage applications from LGBTQ+ people, Indigenous peoples, people of colour, low-income earners, the unemployed, and people with disabilities. If you wish to identify as a member of one or more of these groups, please indicate this in your application.

The Next Up program builds skills in leading others; in inspiring and mobilizing people toward a common goal. It provides participants with relevant knowledge and frameworks they can apply wherever they choose to make a difference. That could be in electoral politics or grassroots organizing, in the trade union movement or environmental movement, in an existing NGO, or in a new organization or initiative designed to strengthen social movements.

We are seeking a focused, passionate, motivated, and organized person to be our Saskatchewan Program Coordinator. The role demands excellent organizational skills and a good knowledge of group dynamics, facilitation, and project management.

**QUALIFICATIONS:**

- Excellent knowledge of economic, social and environmental justice, labour issues, anti-oppression issues and movements, and their interconnections
- Excellent knowledge of Saskatchewan labour, social, environmental and economic justice organizations and movements
- Experience with social, environmental and economic justice campaign work and community-based organizing
- Ability to work well with participants, volunteers, and committees
- Experience in 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
- Self-directed and ability to take initiative in a semi-structured work environment
- Ability to fundraise and engage with donors or a willingness to learn
- Strong written, verbal, and interpersonal communication skills
- Experience with popular education and skills sharing
- Strong organizational, office coordination, and time management skills

**OTHER ASSETS:**

- Experience managing budgets and finances
- Ability to research, design and execute workshops and programs for the purposes of capacity building
- Knowledge of social media and/or web design including Nationbuilder, Asana & Slack platforms.

**RESPONSIBILITIES:**

Coordinating all aspects of the Next Up Saskatchewan programs which include: coordinating workshops; attending program sessions; coordinating workshop guests; working with Saskatchewan participants, funders and partners; liaising with coordinators in other provinces; coordinating advisory committee meetings; fundraising for the program; maintaining a program budget within spending parameters; telling the Next Up story including updates to our newsletter as well as occasional presentations to other groups; the possibility of delivering some sessions; representing Next Up at events; and travel within the province.

**LOCATION:**

Next Up offers programming in Saskatoon and Regina, primarily, but we have recently begun offering programming in other Saskatchewan communities, so the position could be based anywhere in the province.

**HOURS & REMUNERATION:**

This is a part-time (18.75 hours a week) permanent employment position that runs on a seasonal cycle from September 1 to June 30 each year. As an exception, in the spring summer of 2018, up to 150 paid hours will be available between May and August, for training and transition. Remuneration for this position starts at a rate of \$21.50/hour and then 15% in lieu of benefits after successful completion of the probationary period.

**TO APPLY:**

**By email:** Please label your resume **firstname\_lastnameCV.doc** and email your application to [admin@geniusgenerations.org](mailto:admin@geniusgenerations.org). If you have questions that aren't answered by visiting our website ([www.nextup.ca](http://www.nextup.ca)), please call 306-321-5097. **The deadline for applications is Friday, April 27th at 11:00pm. .**

Next Up is a project of the Global Youth Education Network Society, a national charity. In Saskatchewan, we have many partners and funders including Affinity Credit Union, Saskatchewan Federation of Labour, Saskatchewan Union of Nurses, Saskatchewan Government and General Employees Union, Knox Metropolitan United Church, Regina Public Interest Research Group and many generous individual and in-kind donors.

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