

## Next UP Alberta is **HIRING!**

### **Program Coordinator, Calgary & Program Coordinator, Edmonton**

**Job terms: Part-Time, contracted**

**Hours: 15 hours a week, flexible timing**

**Compensation: \$24/hr**

**Dates: January/February - June 2020**

#### **About Us:**

Next UP is a national leadership program, primarily for young people ages 18-32, who are committed to social, economic and environmental justice. The social and environmental challenges that we face are big and interconnected and there aren't simple answers! We believe that in order for us to actualize the kind of change that needs to happen, we need to understand many aspects of how change is made - both inside and outside of systems.

We seek to find anti-racist and decolonial strategies that challenge the root causes of social, economic and environmental injustices; specifically, exploitive and unsustainable economic systems, colonization, white supremacy and privilege, imperialism and cis-hetero-patriarchy. Although we recognize that we do not all share a vision on how best to do this, we seek to build solidarity among activists.

#### **About You:**

We are seeking focused, passionate, and motivated folks to be our Calgary and Edmonton Program Coordinators. The role requires excellent organizational skills and a good knowledge of group dynamics, facilitation, and project management. We value lived experiences and diverse forms of education. Working alongside the Executive Director and our national team, the Next UP Calgary and Edmonton Coordinators will hold relational leadership and equity at the core of their work.

#### **Asset Experiences:**

- Excellent knowledge of economic, social and environmental justice, labour issues, anti-oppression issues, and progressive social movements, and their interconnections
- Knowledge of, and willingness to work within, anti-racist and anti-oppression frameworks - and commitment to ongoing learning and reflection
- Ability to build meaningful relationships with participants, volunteers, and committees
- Experience in community development and public education, in order to build the capacity of diverse individuals and communities
- Demonstrated experience coordinating projects, campaigns, and events

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- 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
- Strong organizational, office coordination, and time management skills

## **BONUS ASSETS:**

- Experience managing budgets and finances
- Knowledge of social media and/or web design including NationBuilder

## **The Work:**

Next UP is seeking Program Coordinators who are passionate about transforming oppressive systems of power and supporting popular education models of learning. Next UP is currently doing important and essential work on our own internal systems. This includes:

- deepening our commitment and approach to decolonization and equity,
- evaluating and enhancing core programming,
- and shifting to center relationships as our core principle.

With these priorities in mind, the primary role of Program Coordinator is to coordinate and facilitate the Next UP Leadership Cohort. Our Core Cohort program is a weekly convening of young progressive leaders, passionate about changing the way the world works, and committed to being active at the center of social change. The cohort experience invites learning from experienced mentors, folks across many sectors, and from one another. We provide a structure for participants to explore their own leadership strengths and training modules that provide concrete skills in how to make and advance social, economic, and environmental change.

## **RESPONSIBILITIES:**

Coordinating all aspects of the Next UP programming, which includes: fundraising for the program; coordinating workshops; attending program sessions; coordinating workshop guests; working with participants, funders and partners; liaising with coordinators in other provinces; coordinating advisory committee meetings; maintaining a program budget within spending parameters; telling the Next Up story; and representing Next Up at events.

## **LOCATION:**

Coordinators work from their own space, and must live in either:

- 1) Edmonton - Amiskwaciwâskahikan on Blackfoot, Cree, Dene, Nakota Sioux, Saulteaux, and Métis Nation territory; specifically, the ancestral lands of the Papaschase Cree

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- 2) Calgary - Mohkinstsis, the lands of Nitsatapi Confederacy where the Lyarhe Nakoda, Danit'ada and Métis Nations live alongside the settlers of Treaty 7.

## HOURS & REMUNERATION:

This is a part-time contracted position, with the possibility to extend. The Coordinator positions will be 15 hours/week; days worked based on candidate availability. Remuneration for this position starts at a rate of \$24/hour.

## How to Apply:

By email to [admin@geniusgenerations.org](mailto:admin@geniusgenerations.org), including:

1. Subject Line: Application – Calgary Coordinator OR Edmonton Coordinator
2. A letter or video that tells us about yourself, your interest in working with Next UP, and answers the question: What kind of leadership do progressive movements need in this moment?
3. Your resume
4. Three (3) references
5. Please label your attachments: **firstname\_lastnameNU(Cal or Ed)**

We value the unique experiences and insights from people from marginalized communities, and encourage applications from LGBTTTQ+ 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.

We encourage you to explore the Next UP Statement of Purpose and learn more about our leadership team on our websites: [www.nextup.ca](http://www.nextup.ca) & [www.geniusgenerations.org](http://www.geniusgenerations.org). If you have questions that aren't answered by visiting our website, then send your questions by email to [admin@geniusgenerations.org](mailto:admin@geniusgenerations.org).

**The deadline for applications is Saturday, December 28th, 2019 at 12:00pm MST**

Next UP is a project of the Global Youth Education Network Society (genius), a national charity.

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

