



**FOXY (Fostering Open eXpression among Youth)**

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## **REGIONAL COORDINATOR: YUKON & NUNAVUT**

FOXY is a non-profit organization based in Yellowknife that has reached over 6000 youth across the Northwest Territories, Nunavut, and the Yukon since 2012. FOXY's mission is to enhance the knowledge, health, and well-being of Northern and Indigenous youth through the arts and we are rooted in the core values of trauma-informed practice, openness, safety, trust, connections, shared knowledge, culture, self-determination, intersectionality, and the North.

Through our FOXY (Fostering Open eXpression among Youth) and SMASH (Strength, Masculinities, and Sexual Health) programs, we offer arts-based, trauma-informed, culturally grounded, Northern-focused, comprehensive sexual and mental health education for youth of all genders in the NWT, Nunavut, and Yukon schools and community organizations (Sept-June) and through Peer Leader Retreats (currently held at Blachford Lake Lodge in July-August). FOXY is led by Dr. Candice Lys as Executive Director (ED) who holds a PhD in Public Health, and engages in community-based health research with youth in the North and evaluation of our programming.

### **Position Overview:**

Reporting to the Executive Director (ED), the FOXY Regional Coordinator is responsible for coordinating FOXY & SMASH intersectional feminist programming and youth outreach in Nunavut and the Yukon, coordinating the delivery of a Think Tank to modify programs for Yukon and Nunavut youth, managing community projects of Nunavut and Yukon youth (designed by youth attending Peer Leader Retreats and led by youth after the Retreats), and providing administrative and research support for staff, the research team, and the ED. This position includes some facilitation of FOXY/SMASH workshops and travel with the FOXY/SMASH team to complete programming.

*Many excellent candidates may not meet every requirement listed below, therefore if you are excited about this position and think you would do a great job and meet many of the requirements, you are encouraged to apply!*

### **Core Responsibilities:**

#### **Coordination of FOXY & SMASH Programming**

- Plan and coordinate FOXY & SMASH intersectional feminist programming and youth outreach activities to increase access to trauma-informed, Northern feminist resources

- and education to prevent gender-based violence
- Actively develop and maintain positive relationships with participants, parents/guardians, community organizations, schools, staff, funders, governments and other key stakeholders throughout the NWT, NT, and YT
- Develop strategies for increasing awareness of FOXY & SMASH intersectional feminist programming including forming community and organization contacts to advance FOXY & SMASH programs
- Correspond with schools, government departments, and community organizations in the NWT, Yukon, & Nunavut to arrange workshops.
- Coordinate with the FOXY & SMASH teams to prepare groups to travel for workshops
- Answer questions and address concerns from the FOXY & SMASH team, parents, teachers, government departments, community organizations, etc.
- Assist with and oversee logistics for programming preparation including purchasing and packing supplies
- Coordinate travel arrangements for programming and staff training (e.g. booking flights, vehicle rentals, accommodation) that are cost-effective while also meeting the needs of the team and the organization
- Troubleshoot flight cancellations and travel issues that occasionally arise while workshop teams are traveling

### **Design & Delivery of FOXY & SMASH Programming**

- Work strategically and collaboratively with the FOXY & SMASH teams and partners to assist with designing FOXY & SMASH workshops, on-the-land programming, training, and FOXY & SMASH intersectional feminist program expansions for Nunavut and Yukon youth
- Understand and implement all FOXY organizational policies and procedures and follow all risk management guidelines associated with the Retreats and all program areas
- Coordinate and facilitate youth-led community project development with participants at summer Peer Leader Retreats
- Workshop facilitation of FOXY & SMASH programming at school-based workshops, as needed

### **Youth Outreach**

- Manage Community Project portfolio and support youth to complete their Community Projects in-person when possible and through telephone and email
- Connect youth with resources at the community, territorial, and national level, assist with systems navigation, and advocate for youth

### **Administrative Support**

- Contribute to FOXY & SMASH's social media content across platforms (Instagram, Facebook, Twitter)
- Assist the ED with proposal writing and donor reporting, as needed
- Assist in the preparation, monitoring, and reporting of program budgets, as needed
- Ensure school accreditation of FOXY and SMASH Peer Leader Retreats and

Community Projects through the Yukon Department of Education and Nunavut Department of Education

- Prepare reports for funders on activities completed

### **Research Team Contributions**

- Correspond & collaborate with the research team to implement Northern culturally-relevant strategies for research data collection & knowledge mobilization
- Develop and disseminate a promising practices document for organizations, governments, and individuals who wish to implement intersectional feminist community-based approaches to address intersectional barriers to equality
- Prepare knowledge translation documents/media to ensure research findings are accessible to youth and partners
- Opportunity to receive mentorship in research from ED and contribute to research projects at various stages (such as partnership and project development, data collection, analysis, manuscript writing, knowledge mobilization, etc.)
- Participate in research meetings, attend conferences to present about FOXY & SMASH as needed, professional development, etc.

### **Qualifications and Experience:**

- Passionate about youth development and enthusiastic about the mission, core values, and goals of FOXY & SMASH
- Knowledge of Northern social and cultural contexts and experience working with Northern communities. Strong connections with people and organizations tied to the Yukon and Nunavut is an asset
- Successful completion of post-secondary education in a related field (e.g., health promotion, social work, education, etc.) is an asset but relevant combinations of experience and education will also be considered
- Community-based research experience is considered an asset
- Experience with trauma-informed practices in a Northern context is an asset
- Mental Health First Aid and other trauma-informed training is an asset
- Experience in project management (coordination, scheduling, budgets, strategy, accountability, etc.)
- Organized, detail-oriented and efficient, with strong time management and prioritization skills
- Excellent written and verbal skills. Knowledge of languages spoken throughout the Yukon and/or Nunavut is an asset
- Experience building partnerships with schools, community organizations, funders is an asset
- Ability and desire to work both independently and as a member of a team in a fast-paced setting
- Self-starter who takes initiative and can work with minimal supervision
- Strong networking skills
- Willingness to learn and ability to follow direction and structure

- Strong collaborative leadership and conflict resolution skills
- Ability to act as a positive role model and mentor to youth
- Ability to manage crisis and adverse situations with staff, youth, and families
- Experience with grant management an asset
- Experience with staff training and performance management an asset
- Proficiency and experience working in a computerized environment (e.g. MicrosoftWord, Excel, PowerPoint, email, and Internet applications)
- GBA+ Training and knowledge of trauma-informed, intersectional feminist program delivery
- Valid Driver's license
- Must provide a clear criminal record check (with vulnerable sector)
- Must provide proof of COVID-19 vaccinations. FOXY recommends that all staff are up to date on all vaccinations.

### **Remuneration:**

Remuneration is based upon experience and the salary range is \$66,000-72,000 per year (includes vacation travel allowance benefit), paid sick days, employee benefits package, and acell phone stipend. Employee will be provided a laptop and printer for work use. The FOXY Regional Coordinator is a full-time contract position from November 2021 to March 31, 2024 (with possibility of contract renewal depending on grant funding).

### **Work Environment and Conditions:**

The Regional Coordinator is not based out of a central office and can work from home or at a location of their choosing. Work days are 7.5 hours (37.5 hours/week) usually Monday-Friday with the ability to flex hours (to be determined through ongoing discussion with the supervisor). Due to the nature of the role, the Regional Coordinator should expect to work some weekends and evenings when required. Requires on-site attendance at Peer Leader Retreats (accommodation and meals are provided during Retreats). Must have consistent access to the FOXY Executive Director and other team members via email and phone during office hours Monday-Friday. Must be available to work flexible hours when needed, and available to receive phone calls and work occasionally outside of regular hours (e.g. if there are complications with teams while they are traveling). Requires some travel, occasional meetings, and teleconferences.

### **How to Apply:**

With "Application for Regional Coordinator" in the subject line, please email your resume and cover letter to Candice Lys, [candice@arcticfoxy.com](mailto:candice@arcticfoxy.com), by **noon on November 10, 2021**. We will acknowledge receiving each application, so please reach out if you do not receive an email confirmation by the deadline. We anticipate holding interviews by Zoom the week of November 15<sup>th</sup>.

**For more information about FOXY and SMASH, please visit:** [www.arcticfoxy.com](http://www.arcticfoxy.com) and [www.arcticsmash.ca](http://www.arcticsmash.ca)  
**Instagram: foxymash**