

Job Title: Youth Artist Assistant Program Coordinator

The **Youth Artist Assistant Program Coordinator** is responsible for coordinating inPath's Youth Artist Assistant Program. The purpose of the Youth Artist Assistant program is to provide young artists with hands-on, in-community, work experiences and training as part of Mik^w Chiyâm and N'we Jinan programming.

The Youth Artist Assistant Program Coordinator works closely with partner schools, inPath's YAA Youth Leads, Educational Consultants and Programming team members. The Youth Artist Assistant Program Coordinator is responsible to the Director of Programming.

Key Logistics Details

Ideal start date: September 7th, 2020

Contract length: 2-year contract with a possibility to renew; 3-month probationary period

Hours: 40 hrs/wk (includes paid lunch hour). Position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work is sometimes required.

Salary Range: \$48,000 - \$56,000 annually, depending on experience. Salary review once per year

Benefits: Group health insurance; monthly cellphone contribution; and 2-weeks paid vacation per year.

Application deadline and interview schedule: Applications are due on July 25th, 2021 at 11:59 pm EST. Interviews will take place online between August 16th and 19th. Only candidates chosen for an interview will be contacted. To apply: **(1)** fill out [our questionnaire here](#) (instead of writing a cover letter) **(2)** email your resume/CV to workwithus@inpath.ca.

Note: This position will have a hiring priority for Indigenous Candidates. We invite candidates from these groups to self-identify in the accompanying questionnaire.



1001 Lenoir, Suite B-218, Montreal, Quebec, H4C 2Z6

About inPath:

[inPath](#) is a learning organization that designs and delivers arts-based programs alongside Indigenous communities for Indigenous youth.

We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years! We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where all learning sparks joy, encourages curiosity, and promotes agency.

As a learning organization, we offer professional development opportunities for our staff to grow within their positions and bolster their skill sets on the job.

Our Work Environment:

Working as part of the [core inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of 40+ artists and 500+ youth who are building strength-based narratives through creativity. Our environment is:

- Hierarchical, support-based, and highly collaborative
- Primarily English-speaking
- Fast-paced—we are a dynamic, nimble, high-performance team
- Guided by collectively developed group norms that focus on well-being
- An open concept office space in St. Henri, a charming neighbourhood in the south west of Montreal.

Remote Working:

For this position, employees may have the option to work remotely for the duration of this contract, please identify if this is an option you would like us to consider.

In the context of the pandemic, we recognize that travel, relocation and sharing spaces during this time could be risky. Our full team is currently working remotely from other locations until health and safety measures are clearer and more predictable.

Key Responsibilities:**Management of Youth Artist Assistant programming**

- Manages the information and contacts for the Youth Artist Assistants and their school supports/teachers;
- Introduces the YAA program to Youth Artist Assistants and school support staff;
- Manages Youth Artist Assistant agreements and hours trackers to ensure they are up to date;
- Supports the Director of Pedagogy & Learning Process and the Director of Programming in developing and delivering learning content for training and events for Mik^w Chiyâm YAAs;
- Supports inPath YAA Youth Leads in the delivery of the YAA Program for both Mikw Chiyam and N'we Jinan programming;
- Organizing and managing the Youth Artist Assistants involvement in the N'we Jinan Festival and Youth Conference; and,
- Contributes agenda items and ideas during ArtWorks meetings

Supports School Support Staff and Youth Artist Assistants

- Supports inPath's Educational Consultants in working with Teachers and YAA support staff, including;
 - Supports the dissemination of call-out information;
 - Supports the identification of youth who might benefit from the program;
 - Liaises between the Director of Programming and staff / teachers; and,
 - Works through conflict between teachers, staff and Youth Artist Assistants;
 - Coaches staff / teachers on supporting Youth Artists Assistants in the completion of their work;
 - Supports the development of in-class tasks for Youth Artists Assistants;
 - Supports the development and implementation of the Youth Artist Assistant Individualized Learning Plan; and,
 - Meets with staff / teachers and YAA Youth Leads for lessons learned sessions.
- Supports quarterly granting reports through:
 - Gathering data
 - Contributing content
 - Communicates challenges or delays that might impact program reporting; and,
- Participates in monthly "lessons learned" sessions to share impact, stories, feedback.

Nurturing of inPath Community

- Promotes safety, accessibility, anti-racism and anti-oppression in the workplace;
- Participates in the implementation of inPath's training week & celebration events;
- Commits to professional development in key areas to build their skills and capacity; and,
- Stewards the office environment as a space of connectivity and respect.

Experience/Skills:

We recognize the value of both paid and unpaid work. For this job, you should have **some or all** of the following skill sets:

- A degree and/or certificate in a field that relates to the necessary experience, skills and qualities of this position and/or 2-5 years of on-the-job experience in a similar position;
- Knowledge of history and current realities of Indigenous Peoples in Quebec and across Canada;
- Experience working with Indigenous people in a culturally safe manner;
- Experience coaching/guiding adults in supporting youth;
- Experience working with and/or supporting youth and their development;
- A working knowledge of school systems;
- Experience coordinating programs;
- An organized, detail-oriented approach with excellent time-management skills;
- Comfortable with creative problem solving;
- Ability to give and receive critical feedback in an open, generative way; and,
- Comfortable working with Google Drive and other digital platforms.

Qualities:

We recognize that everyone brings different qualities to their work. For this position, you should have **some or all** of the following qualities:

- Approachable and personable
- Youth and school community oriented
- Comfortable working autonomously and in highly collaborative settings
- Non-judgemental, with an ability to relate to a variety of personalities
- Comfortable with fluctuating timelines and varying intensity of workloads
- Enjoys initiating conversations with new people

Additional Assets:

- Multilingualism (French/English/Indigenous languages); and,
- Informal or formal relationships to art-making or other creative processes.
- Experience working with and/or living in Indigenous communities.

Accessibility:

Currently, we are working remotely until further notice. Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-free policy. If you have specific questions relating to accessibility, please email workwithus@inpath.ca.

Everyone at inPath is committed to:

- Their own learning and development
- Caring, reciprocal relationships
- Un/learning our colonial history and present-day systems of oppression
- Our vision, mission and values as lived in the day-to-day
- Anti-oppression and anti-racism practices and pedagogies
- Systems change in education and learning, from the inside out
- Deeply collaborative work
- Creative problem solving
- An open, generative approach to giving and receiving feedback

Benefits of working with inPath:

- We offer flexible work hours;
- We offer 4 paid wellness days and 3 paid sick days;
- Team members have access to culturally-specific wellbeing supports;
- Team members have access to professional development opportunities;
- National Indigenous Peoples Day is a paid day off for inPath team members;
- Team members get a paid day off on their birthday;
- Our team is committed to building an inclusive, responsive learning environment;

- We are committed to systems change; and,
 - We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.
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Our Hiring Process:

To apply: Please fill out [this questionnaire](#), in English or in French. You do not need to write a cover letter. You can edit your responses after they have been submitted until the deadline of Sunday, July 25th, 2021 at 11:59 pm (EST). If you have any problems filling out the questionnaire, please email workwithus@inpath.ca.

Selection process: Only candidates chosen for an interview will be contacted. Interviews will be conducted in English and will take place between August 16th and 19th 2021.

Remote Working: For this position, employees may have the option to work remotely for the duration of this contract, please identify if this is an option you would like us to consider.

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Employment equity: We value the contributions individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants and people from working class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve. **If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**

Your story is your strength and we look forward to hearing from you!