

Youth Artist Assistant Program Coordinator

Apply by: Applications will be accepted on a rolling basis. Position will be posted until filled.

Interview Dates: Interviews will begin the week of August 16, 2023. **Only those chosen for interviews will be contacted.*

Ideal Start date: September 11, 2023

To apply:

- (1) Fill out [this form](#) in English or in French.
- (2) Send your CV to workwithus@inpath.ca.

Important notes:

- Name your CV (as a PDF) like this: *YAA Program Coordinator_Last name_First name*.
- Write the subject line of your email so that it corresponds with the name of your PDF.

*If you have any problems filling out the form or have questions about the process, please email workwithus@inpath.ca.

Hours: 40 hrs/wk(includes paid lunch hour)

Starting Salary: \$50,000-\$59,000 depending on experience

Contract length: 1 year contract with a possibility to renew; 6-month probationary period

Where you'll be working: This is a remote position with an option to work from our Montreal office.

Benefits, Vacation, and Paid Time Off:

Group health insurance; monthly cellphone contribution; 2 weeks paid vacation per year and a paid winter holiday from December 25th-January 1st; 6 Wellness Days; 6 Sick Days

**This position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work may sometimes be required.*

Your role:

As the **Youth Artist Assistant Program Coordinator**, you will be 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.

The Youth Artist Assistant Program Coordinator works closely with partner schools (support staff and teachers), inPath programming team members and Cree School Board Educational Consultants to support the Youth Artist Assistants as they develop creative leadership skills. The Youth Artist Assistant Coordinator reports to the Mikw Chiyâm Program Manager.

Your day-to-day tasks will include:

- Introduce the program to Youth Artist Assistants and Support Staff;
- Support teachers in sharing the Youth Artist Assistant opportunity, identify potential candidates, and take part in the interview and hiring process;
- Plan and deliver orientation to successfully onboard Youth Artist Assistants;
- Manage Youth Artist Assistant agreements, hours trackers, and other pertinent documents;
- Identify and onboard Youth Artist Assistant Youth Lead;
- Supervise and coach the Youth Artist Assistant Youth Lead in supporting YAAs;
- Organize and manage the Youth Artist Assistants' involvement in training & development;
- Organize and manage the Youth Artist Assistants' participation in in-person gatherings (e.g.; N'we Jinan Festival and Youth conference);
- Coach school staff / teachers on supporting Youth Artists Assistants in the completion of their work;
- Support in working through conflict between teachers, staff and Youth Artist Assistants;
- Travel to connect and collaborate with program participants and school staff;
- Lead the development and implementation of the Youth Artist Assistant Independent Art Project
- Participate in ArtWorks, Mikw Chiyâm, and other inPath team meetings to share program stories, celebrations and opportunities for growth;
- Communicate with Cree School Board consultants, school staff and Youth Artist Assistants to collect and implement program feedback as necessary
- Contribute to quarterly reports and funding opportunities by gathering data, sharing stories and providing content
- Updating and maintaining Youth Artist Assistant participant information on Salesforce
- Participate in the implementation of inPath's training week & celebration events;
- Commit to professional development in key areas to build skills and capacity.

About You (your skills and qualities):

**We recognize the value of both paid and unpaid work and the value of lived experience. The following skills and qualities will help you thrive in this role. Remember: you don't need to have all of these to be a strong candidate.*

- You have knowledge of history and current realities of Indigenous Peoples in Quebec and across Canada
- You're experienced in working with Indigenous people in a culturally safe manner;
- You have a working knowledge of school systems;
- You're energized by working with and/or supporting youth and their development
- You're skilled at coaching/guiding adults in supporting youth
- You are comfortable working autonomously and in highly collaborative settings;
- You hold experience coordinating programs;
- You approach tasks in an organized, detail-oriented manner with excellent time-management skills;
- You're comfortable with creative problem solving;
- You're able to give and receive critical feedback in an open, generative way;
- You like talking to people with different life experiences and are committed to understanding where they're coming from. You're energized by conversation and connection;
- You value the work environment as a space of connectivity and respect. Safety, accessibility, anti-racism, curiosity, and anti-oppression are part of the way you work;
- You are committed to learning new skills and are willing to unlearn.

Qualifications for this Position:

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

- 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;
- Proficiency with Microsoft Office (Word, Excel, Teams), Google Drive (Docs, Sheets), Zoom and willingness to learn other platforms.

About Us:

We are a learning organization that designs and delivers arts-based programs alongside 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 creative learning encourages curiosity, promotes agency, and helps people feel connected to a community.

Our Work Culture & Norms:

Working as part of the [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 work environment is:

- Hierarchical, support-based, and highly collaborative
- Primarily English-speaking
- Fast-paced, dynamic, and nimble
- Guided by collectively developed group norms and agreements that focus on well-being
- A mix of in-person and remote team. Our office space in St. Henri, a charming neighbourhood in the south west of Montreal. Our team is primarily remote right now and we are interested in setting up a work opportunity that meets your needs. We also offer some flexibility in work hours.

Our Team is Committed to:

- Learning and professional development. We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.
- 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
- Collaborative work and creative problem solving
- An open, generative approach to giving and receiving feedback

Accessibility:

Our team is working remotely until further notice, with an option to work from the office. 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.

A Note on 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.