

JOB DESCRIPTION

POSITION TITLE: Community Coordinator
TYPE: Non-Management, Non-Union
REPORTS TO: Executive Director
EMPLOYMENT MODEL: In-Person (some remote) – Tyendinaga Mohawk Territory and South Frontenac, ON

ORGANIZATION SUMMARY

We are a national registered charity working with Indigenous communities on culturally relevant employment and skills training opportunities for Indigenous youth. We work across Canada, collaborating with community partners to co-develop programming that provides youth with opportunities to build new skills, develop a deeper understanding of themselves, create connections, and expand their thinking around education and career paths.

POSITION SUMMARY

This is a full-time, 10 week employment opportunity in Tyendinaga Mohawk Territory and South Frontenac, ON from June 22nd 2026 to August 28th 2026.

The Community Coordinator is responsible for ensuring the smooth implementation of the Land Stewardship Program, facilitated in partnership with Tsi Tyónnheht Onkwawén:na and Wintergreen Studios by assisting with administration, logistics, program delivery, and connections to relevant services and supports within community. The program will take place in both Tyendinaga Mohawk Territory and South Frontenac. The Community Coordinator reports to the Executive Director and works alongside the Program Coordinator and Indigenous community partners to ensure Indigenous youth participants have the support and guidance needed for a successful outcome.

KEY RESPONSIBILITIES INCLUDE:

- Acts as a point of contact for Indigenous youth during programming;
- Creates and actively promotes a comfortable and welcoming environment for Indigenous youth;
- Provides on site service and support to Indigenous youth and employers such as managing attendance, coordinating daily check-ins, completion of timesheets, and job coaching activities.
- Assists with pre-program and post-program activities such as intake forms, data collection, and evaluation activities;
- Implements modifications and strategies to support youth's needs during programming;
- Acts as a positive and supportive role model for youth attending programming;
- Assists with building and leveraging partnerships with community agencies, schools and organizations; and
- Supports Program Coordinator with creation of social media content and researching employment opportunities Indigenous for youth.

CHANNEL OF RESPONSIBILITY

The Community Coordinator reports to the Executive Director.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Self-motivated individual who is passionate, creative and enjoys being outdoors;
- Strong ability to work independently;
- Excellent interpersonal skills;
- Experience facilitating workshops with young people;
- Experience working with Indigenous youth and/or Indigenous communities;
- Excellent communication skills, public speaking, and group facilitation skills;
- Knowledge and experience with using social media platforms;
- Ability to be culturally sensitive and communicate well with people from different backgrounds;
- Proficient in Microsoft Office including Word, Excel, and Power Point;
- Have lived experience as an Indigenous person (First Nations, Metis, Inuit or non-Status), priority will be given to Tyendinaga Mohawk Territory community members;
- Ability to provide an up-to-date clean police record check for the vulnerable sector;
- Valid G class driver's license; and
- National Lifeguard Certification an asset.

To Apply: Please send cover letter and resume via email to careers@focusforwardfiy.org.
Closing Date: Applications will be review on a rolling basis with the final deadline to apply being May 22, 2026

If you have questions about the application process or experience difficulties with the application process, please call Rebecca at 613-888-6430 or email careers@focusforwardfiy.org.