



Yukon Literacy  
Coalition

**Yukon Literacy Coalition (YLC)  
Community Outreach and Program Coordinator  
Job Posting**

The Yukon Literacy Coalition is seeking a skilled and dedicated individual to join our team. Under the general direction of the Executive Director, the incumbent will be responsible for working with stakeholders while continuing to build and foster community partnerships throughout the Yukon. This position will require the candidate to facilitate workshops, deliver literacy and essential skills based programming, participate in the development of learning modules and assist in the execution, delivery and management of various projects.

Full-time position at 37.5 hour per week (pending funding).

**Salary range:** \$28-\$33 an hour plus benefits.

**Posting Date:** January 29<sup>th</sup>, 2018

**Closing Date:** February 28<sup>th</sup>, 2018

**Essential Qualifications, Skills, and Suitability:**

- Degree in Education, Social Sciences, Social Work or related field (or equivalent experience)
- Self-directed and independent worker with the ability to take instruction and feedback
- Proven ability to work within a multidisciplinary team
- Working well under pressure while demonstrating effective leadership and problem solving skills
- Significant presentation and facilitation experience
- Project Management and evaluation skills
- Work experience in an educational setting and experience with Adult Education
- Excellent organizational, listening and writing skills
- Exceptional oral communication that demonstrates strong collaborative and interpersonal skills
- Demonstrate strong collaborative and respectful communication with clients and fellow staff members

- Proficient in computer skills and software (Word, Excel, PowerPoint, Internet, email, Adobe etc.)
- Demonstrate experience with outside organizations and stakeholders including Territorial and First Nation Governments
- Experience in program and module development, management and evaluation
- Experience working with a wide range of student abilities and learning styles, as well as being able to employ best practices in differentiated learning and instructional approaches in a cross cultural setting
- Willingness to pursue personal and professional learning and development

*Asset:*

- Master's Degree
- Second language
- Experience with northern communities and in community development
- Experience working with children and families
- Crisis and conflict intervention skills

Open to all Candidates.

**Additional Information:**

Conditions of Employment: First Aid and CPR with Level C AED. Security Clearance with Vulnerable Sector; valid Yukon Class 5 Driver's License or Equivalent, Verification of Degree.

Job Requirements: Ability to work occasional weekends, evenings and overnight travel to Yukon Communities. (flexible hours and able to travel) Able to lift 35 pounds.

**HOW TO APPLY**

For more information and a full job description visit [www.yukonliteracy.ca](http://www.yukonliteracy.ca). Applicants must submit a resume and cover letter outlining how they meet the specific requirements of the position to [yukon.literacy.coalition@northwestel.net](mailto:yukon.literacy.coalition@northwestel.net) by 11:59 PM on **February 28<sup>th</sup>, 2018**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

**For more information about this position, please contact: Lisa Young- Project Manager at 867-668-6535, [Lisa.Young@yukonliteracy.com](mailto:Lisa.Young@yukonliteracy.com) or Jessica Gilray-Community Outreach and Program Coordinator at 867-668-6535, [Jessica.literacy@gmail.com](mailto:Jessica.literacy@gmail.com)**