



SUMMER EMPLOYMENT OPPORTUNITY COORDINATOR, HEALTH SCIENCES ACADEMY Edmonton

Among other activities, CAREERS: The Next Generation provides career exploration opportunities for high school students interested in careers in health sciences. Its annual Health Sciences Career Academies are held in communities throughout the province in cooperation with Alberta Health Services and local post secondary partners. More than 200 students attend the academies.

The Coordinator, Health Science Academy will complement the essential organizational and delivery work required to enable attendance of senior high school students (Grades 10-12), including Indigenous students to explore careers in health sciences. There will be six academies across the province in 2019 including Lethbridge, Calgary, Red Deer, Edmonton and Fort McMurray. This is a temporary full-time opportunity from approximately May 1 to August 31, 2017.

Reporting to the Regional Director (Edmonton) and the Advisor, Health Sciences Academy, the Coordinator's primary responsibilities will include:

- Administrative and plan arrangements related to projects including
 - Registration of students and tracking the receipt of all necessary documentation
 - Contact with students and parents
 - Connecting with key school contacts
 - Working with CAREERS field team members in host locations
- Program design and development
- Collaboration with post-secondary institutions, senior high school and community partners
- Transportation and lodging coordination for participating students to certain academies
- Communications and marketing to all parties involved
- Sponsorship support
- Attendance at selected events
- Survey set up and execution
- Report writing
- Logistics assistance and organization
- Assist Operational staff in locations where projects are executed
- Some travel is required throughout Edmonton and within Alberta to support projects.

The Coordinator will have the following attributes:

- Must be enrolled in a university program in Education, Business or a similar program and returning to school in September
- Good communication, conflict management and negotiation and mediation skills
- Demonstrated ability to build relationships with youth, program partners and CAREERS staff
- Ability to work independently within a team environment
- Must be comfortable with Microsoft Office, Excel, Word, databases and other technologies
- A valid driver's license and reliable vehicle are required.
- Candidates must demonstrate an incident-free Criminal Record Check and Child Welfare Check

Pay Rate: \$17 per hour



This opportunity is open until a suitable candidate is found. Please send your resume and cover letter to HR@nextgen.org. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future.