



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING SERVICES
Youth Coordinator
Permanent Full Time
05/2026



OVERVIEW: The Youth Coordinator will coordinate all aspects of the program operations: implementation of projects, programs, and activities for the youth of the Siksika Employment and Training Youth Program(s) ensuring efficiency in the program delivery and its alignment with Siksika Employment and Training Services (SETS) strategy.

REPORTS TO: Manager of Siksika Employment & Training Services.

DUTIES AND RESPONSIBILITIES:

- Oversee the coordination of the Siksika Youth Employment & Training strategies.
- Work in cooperation with Youth Project Managers, Facilitators, and Supervisors in scheduling programs to meet the objectives geared towards youth employment and training opportunities.
- Submits monthly and/or quarterly reports to the SETS Manager on the progress of Youth Employment & Training programs offered by SETS.
- Responsible for developing funding proposals, work plans, and budgets for each Youth Project.
- Develop public relations with a communication strategy for the Siksika Youth Employment & Training opportunities.
- Liaise with local communities, co-workers, and Siksika Nation administration departments.
- Coordinate and prepare payroll and monitor attendance within the Youth Employment & training activities.
- Administer and distribute supplies and equipment to youth programs.
- Responsible for the evaluation and recommendations of each program.
- Work in cooperation with a Career Counselor relating to evaluations and assessments of Siksika Nation Youth to support their employment and training needs.
- Meet deadlines and fulfill duties within a given time period.
- Be a role model for positive youth development.
- Perform other related duties as required.

EDUCATION AND EXPERIENCE:

- Possess knowledge of Siksika culture, language, and history.
- High school diploma or GED equivalency
- Career Development Diploma or Post-Secondary education.
- Minimum 2 years supervisory experience.
- Experience working independently, with little direction as well as be an effective team member.
- Effective oral and written communication skills.
- Computer literacy; Comprehensive working knowledge of Microsoft software.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Youth Coordinator** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Vulnerable Sector Check
3. Clear Child Intervention Record Check.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.