



Impact and Engagement Officer

Coady Institute

Professional Staff

Temporary Full-Time (12 months)

Classification: Band D (Provisional)

Salary Range: \$53, 215 - \$65, 013 (37.5 hours per week)

Overview

The Pathy Foundation Fellowship program is a multi-year initiative of the Pathy Family Foundation operationalized by the Coady Institute and involves a minimum of six partner universities. Reporting to the Program Manager, the Impact and Engagement Officer is responsible for the Fellowship program's national promotion and marketing initiatives, engaging university partners and potential candidates, as well as implementing the Fellowship Alumnx engagement strategy. The Impact and Engagement Officer undertakes program research and development and supports the dissemination of the program's impact. This includes but is not limited to, coordinating the work of university partners through a Community of Practice, developing and maintaining recruitment databases, developing promotional materials and events, leading candidate recruitment and application advising, supporting the Program Manager with the design, delivery, and logistics of learning components, coordinating in-the-field promotional opportunities with Fellows, ongoing engagement with Alumnx post-Fellowship, and collecting data to demonstrate program success. The Impact and Engagement Officer's work will contribute to the advancement of best practices in Coady youth leadership programs and inform the continuous improvement of these initiatives. The Officer must have excellent organization, teamwork, and communication skills, to support colleagues, stakeholders, candidates, Fellows, and Alumnx in achieving program goals, preferably in both official languages.

Key Responsibilities

- Lead the development and implementation of the annual promotional strategy of the program, including orientation and expansion with new university partners identified including online and in-person promotion and marketing of PFF, blending a direct-to-candidate approach, and spearheading strategic institutional and promotional partnerships, nationwide.
- Coordinate all PFF online presence in consultation with Coady Manager of Communications, maintaining a consistent presence for PFF across a suite of social media and digital platforms. This includes leveraging digital spaces, platforms, and national news opportunities.
- Responsible for leading stakeholder engagement through coordinating a community of practice, generating innovative new ideas and partnerships with aligned youth leadership programs across the country.
- Engage regularly with key stakeholders to inform programmatic elements and impact. Work with colleagues to develop and foster effective partnerships with stakeholders, nationally and communicate outcomes to funding partners.
- Responsible for program operations in collaboration with the Manager, Operations, to support procurement and coordination of services for relevant program activities and events.
- Support the development and coordination of the implementation of an Alumnx engagement strategy, support promotion and marketing efforts, and the coordination of occasional major and recurring events.

- Responsible for program research and development using innovative methods and evidence-based approach, research comparable post-graduate offerings to ascertain program advantages, inform promotional wording and strategy and identify areas for improvement within the program.

Qualifications and Skills

- The ideal candidate will possess at minimum a bachelor's degree in a relevant area.
- Minimum of 3 years' experience.
- The candidate must exhibit superior communication and interpersonal skills.
- Advanced skills in all MS Office components (Word, Excel, Outlook, PowerPoint) are essential.
- This position may require a flexible work week during peak periods.
- The ability to work well with others, both internally and externally, from a wide variety of backgrounds in a professional environment.

Application Instructions

The closing date for applications is **5 p.m. (AST) on June 11, 2024**. To apply please submit 1) your resume, and 2) personal reflection (no more than two (2) pages) on your perspective on the impact of diversity and inclusion on systems change work. Please send in confidence to careers@stfx.ca Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact People and Culture at hr@stfx.ca or 902-867-5038.

About Coady Institute

Located on the campus of St. Francis Xavier University, the Coady Institute is a global leader in citizen-led, community-driven, asset-based approaches to change. In collaboration with partners and change agents worldwide, the Institute works to strengthen local economies, build resilient communities, and promote accountable governance. The successful candidate will join a dynamic group of individuals working towards a "full and abundant life, for all." Together, we strive to build safe, welcoming, and inclusive spaces and commit to the principles of diversity, equity, inclusion, and social justice, at our workplace and in community.