

ENAGB Indigenous Youth Agency

Eshkiniigjik Naandwechigegamig, Aabiish Gaa Binjibaaying, A Place for Healing Our Youth, Where Did We Come From

Youth Employment Coordinator (Contract- Repost)

Toronto, ON

About Us

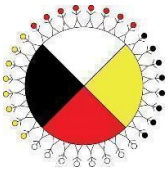
The “Eshkiniigjik Naandwechigegamig - A Place for Healing Our Youth” – “Aabiish Gaa Binjibaaying – Where Did We Come From?” is an Indigenous Youth Agency dedicated to providing programming and services to support Indigenous youth in North America. Our mission is to help them become responsible, participating citizens while leading their Indigenous communities.

Our Vision

At ENAGB, we are committed to empower Indigenous youth to become leaders in their communities. We believe in providing a supportive environment where youth can heal, grow, and lead their communities with strength, pride, and cultural integrity.

Youth Employment Coordinator will work under the supervision of Toronto Director perform the following **job duties**:

- Conduct employment assessments and develop individualized Employment Action Plans
- Coordinate access to training and certifications for Indigenous Youth 12-29 year
- Support resume writing, interview prep, and job search
- Track training participation, completions, and certifications
- Provide hands-on employment opportunities and skill development
- Monitor employment progress and housing stability risks
- Track employment outcomes, certifications, and income growth
- Support development and growth of Youth Special Events Social Enterprise
- Coordinate bookings, client communication, and event logistics
- Create and manage youth staff schedules
- Supervise youth during events and ensure safe work environments
- Support purchase of equipment for social enterprise
- Maintain inventory and ensure proper use of equipment
- Ensure safety, upkeep, and accountability
- Conduct market research to maintain competitive pricing
- Identify opportunities for growth and expansion
- Assist with pricing strategies and service development
- Complete SWOT analysis and basic business planning
- Conduct break-even and cost-recovery tracking
- Monitor revenue, expenses, and sustainability
- Maintain accurate program data and reporting
- Maintain case notes and service records
- Support reporting requirements (e.g., Reaching Home)
- Collaborate with Housing Workers on stabilization plans
- Support youth in increasing income to maintain housing



ENAGB Indigenous Youth Agency

Eshkiniigijik Naandwechigegamig, Aabiish Gaa Binjibaaying, A Place for Healing Our Youth, Where Did We Come From

- Provide financial literacy and budgeting support
- Support social media, outreach, and promotional materials
- Deliver services using trauma-informed, culturally safe approaches
- Support youth with complex needs (mental health, addictions, system involvement)
- Uphold ENAGB's youth-led, strength-based model
- Ensure confidentiality of privileged information
- Identifying policies and procedures of the program
- Adhere to the policies and procedures of the ENAGB Youth Program
- Other related duties as it relates to this position

Qualifications

- Post-secondary education in Social Work, Indigenous Studies, Child & Youth Care, Human Services, Employment Counselling, or a related field
- Minimum 1 - 2 years of experience supporting Indigenous youth in employment, training, or community-based programming.
- Experience coordinating events, social enterprises, or youth employment initiatives.
- Experience supporting youth with complex needs (mental health, addictions, justice involvement, homelessness).
- Knowledge of Indigenous cultures, teachings, and community contexts.
- Ability to integrate cultural knowledge into employment supports.
- Fluency in an Indigenous language is an asset.
- Ability to create social media content, outreach materials, and promotional posts.
- Basic business skills: SWOT analysis, pricing strategies, cost-recovery, break-even tracking.
- Ability to track data, outcomes, and reporting requirements
- Ability to work independently and as part of a collaborative team.
- Proficiency with Microsoft Office and Google Workspace
- Comfort using social media platforms for outreach and promotion.
- Standard First Aid & CPR certification.
- Cleared Vulnerable Sector Screening.
- Ability to work evenings and weekends as required.
- A positive, youth-focused, fun-loving attitude.
- Ability to work independently and as part of a collaborative team.

Employment Details

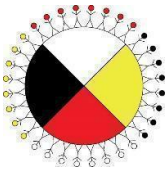
Salary: \$30/hr

Hours: 37.5 hours/week

Position Type: Full Time, Contract

Location: Toronto, ON

Contract Duration: Till March 31, 2027



ENAGB Indigenous Youth Agency

Eshkiniigjik Naandwechigegamig, Aabiish Gaa Binjibaaying, A Place for Healing Our Youth, Where Did We Come From

Benefits

- Paid Sick Days
- Paid Cultural Days
- Paid Personal Days
- Medical and Life Insurance
- Ongoing professional development activities to support your growth and learning

Application Process

Please submit your **cover letter** and **resume** via email to: Jobs@enagb-iya.ca with the subject line as **Youth Employment Coordinator**

Deadline: May 21 at 05:00 PM

Applications without a cover letter will not be considered.

ENAGB does not use artificial intelligence to screen, assess or select applicants for this position.

This vacancy is for a new position.

We are committed to fostering an inclusive and accessible workplace for all applicants. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.