

## Indigenous Youth Works Development Program

### Project Coordinator

High Prairie, Alberta

If you are an individual who wants to make a difference and play a role in assisting Indigenous youth succeed in the workplace then this part time position may be just for you!

Reporting to the Human Resources Business Partner, this 3-year term role will oversee the development and implementation of the Indigenous Youth Works Development Program in our High Prairie OSB Division. Through collaboration with local Indigenous communities, plant managers and superintendents, this position will coordinate the program to deliver a seven-week paid work experience opportunity for Indigenous youth to develop occupational and professional skills, essential skills training and build workforce capacity.

This position will be responsible for:

- The development of work plans
- Work with the communities to recruit members for the program
- Lead and coordinate the mentorship program
- Develops and delivers an Employability Skills curriculum, materials and resources to coach and support program participants in their work experience. Support employment of youth in a positive and engaging experiential environment
- Provide outreach support with information sessions, connecting with schools, Friendship Centres, Aboriginal Skills and Employment Training Service offices
- Liaise with and coordinate stakeholder Advisory Committee
- Actively supports, mentors, and motivates participants through the program to build confidence and to help them with the timely completion of their goals
- Provides empathetic, insightful, constructive, and informative feedback to participants
- Prepare cultural topics for ongoing Supervisor training during all phases of the project
- Monitors and records delivery outcomes, issues/obstacles, and participant feedback and communicates findings through formal and ad hoc reporting requirements.

#### What We're Looking For:

- Post-secondary education in a related field (such as Education or Employment/Guidance Counselling) with experience in youth career development, or an equivalent combination of training and experience
- Knowledge of First Nations history, communities, culture and social concerns. Preference will be given to qualified candidates of Indigenous descent
- Experience using motivational and action planning techniques to manage the progression of participants towards career path identification and opportunities
- Possess, or have the ability to develop, an understanding of local and regional labour markets and support agencies
- Excellent communications and leadership skills with proven ability to motivate and inspire others
- A practical understanding of employment recruitment and selection processes
- Proficient in administrative, organizational, and digital literacy skills including MS Office
- Valid driver's license and willingness to travel
- Satisfactory criminal background/vulnerable sector clearance and maintenance are required

#### What We Offer:

- An unyielding commitment to your personal safety
- Competitive compensation package
- The opportunity to work with the best and brightest in the industry

- A positive, dynamic, and inclusive work environment
- An open, innovative culture with diverse opportunities
- A commitment to investing in our people through training and development
- The chance to live (and play) where you work

Want to know what it's like to work for Tolko?

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### **Who We Are:**

With state-of-the-art operations across western Canada, Tolko is a leading manufacturer of a wide range of forest products for customers around the world. For over 65 years, our family-owned company has been recognized by customers and business partners for being reliable, flexible, efficient and offering quality products. With the third generation of family leadership, we're continuing that legacy today in our divisions throughout western Canada and joint ventures in the Southern United States.

At Tolko, our values, vision and mission aren't just what we believe. They're how we work, live and serve our customers every day. Fundamental to our success is a diverse and committed workforce that thrives on change, building relationships, and a drive toward excellence.

### **Grow Here, Achieve More:**

When you join Tolko, you'll develop your skills and be encouraged to pursue diverse opportunities with a company that's built on integrity, respect, and provides employees with the inclusive environment, support and opportunity to build great lives.

**If this position sounds like a fit for you, we'd love to hear from you! Applications will be accepted at [www.tolko.com](http://www.tolko.com) until a suitable pool of candidates is established.**

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

To protect the privacy of your personal information, please ensure that when you apply, you are directed to Tolko's job board at <https://recruiting.ultipro.ca> or you are accessing Tolko job opportunities through our website at [www.tolko.com/careers](http://www.tolko.com/careers).

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