



# Lakeland Catholic School Division

Christ Our **Model**. Children Our **Focus**.

## Lakeland Catholic School Division

Invites applications for

### **Engagement Coordinator (0.4 FTE)**

for the 2023/24 school year

The School Engagement Coordinator role is a unique position shared between Lakeland Catholic and CAREERS: The Next Generation Foundation (CAREERS).

CAREERS is a unique, charitable organization that raises youth awareness of career options and helps students discover a career path through paid, work-integrated learning internships. CAREERS partners with industry, government, and schools to introduce youth to rewarding careers and to develop the skilled workers of the future.

The successful candidate will collaborate with the Lakeland Catholic team and the CAREERS team to support opportunities for all students to ensure they achieve success in transitioning into post-secondary and career opportunities.

- In Lakeland Catholic, this role will be part of off-campus programming.
- In CAREERS, this role will be responsible for engaging youth across the division through presentations about career development and workplace internship opportunities offered by CAREERS.

#### Assignment:

- Part-time 0.4 FTE effective August 30, 2023, to June 27, 2024 with the possibility of extension.
- The position will support and all High Schools within Lakeland Catholic.
- The position will require communication and collaboration with school-based administration, the Deputy Superintendent, and CAREERS.
- This position will require traveling to schools through Lakeland Catholic and may occasionally require travel outside of school division boundaries.

#### Role:

- Increasing student awareness and interest in participating in work-experiential learning opportunities.
- Collaborating closely with teachers, principals, off-campus coordinators, academic counsellors, parents, and community members across the division to raise awareness and increase student access to off-campus work experience and internships.

#### Major Tasks:

- Creating a strong alliance between CAREERS, principals, teachers, off-campus coordinators, and academic counsellors throughout the school division to collaboratively approach and share employment opportunities and support students in off-campus placements.

- Connecting with all high school (and some middle school) students within the school division and neighboring divisions, as required.
- Liaising with off-campus coordinators and/or academic counsellors who assist students with work readiness preparation.
- Presenting to high school students (e.g., CALM, targeted CTS classrooms that align with CAREERS programming, Dual Credit students, FNMI student groups, and others).
- Presenting awareness opportunities such as high school orientation, middle school CTF events, parent/guardian evenings, community/industry events, and others as deemed appropriate.
- Leveraging communication with the community through the School Council, social media, Town Council, Chamber of Commerce, etc.
- Coordinating with the CAREERS team to share internship opportunities with off-campus coordinators and students.
- Entering student off-campus placement data into the CAREERS Salesforce database, then working with the students and off-campus coordinators through the application process.
- Assisting the CAREERS team with CAREERS events within Lakeland Catholic.
- Connecting with schools with high FNMI populations, giving presentations, and providing Indigenous youth specific support.
- Engaging in an online community of practice with other CAREERS School Engagement Coordinators and the CAREERS supervisor.

#### Qualifications and/or Assets:

- May be a teacher or a paraprofessional. Completion of related post-secondary education or work-related experience would be considered an asset.
- Excellent communication skills.
- Well-developed skills in presenting and public speaking.
- Strong aptitude in the application and use of technology, including database management.
- Ability to multi-task with strong attention to detail.
- Ability to work in a dynamic team-focused environment.
- Strong time management, organizational, and coordination skills.
- Demonstrates active community engagement and/or community volunteerism.
- Preference will be given to individuals who display enthusiasm, energetic personality, and engagement in strong coaching relationships with youth.
- Knowledge of Alberta Education programs such as CTS, CTF, Work Experience, Green Certificate, Registered Apprenticeship Program (RAP), Dual Credit, Young Women in Trades & Technologies, Indigenous Youth Career Pathways, Health, Agriculture, and Information & Communications Technology (ICT).

Candidates for the above position, who enjoy working with middle and high school students and are committed to Catholic Education; please send your full resume along with three references, one of which will be a letter from your pastor to:

### **Chantel Axani**

Deputy Superintendent, Human Resources

Lakeland Catholic School Division

4810 - 46 Street, Bonnyville, AB

Email : [caxani@lrcssd.ca](mailto:caxani@lrcssd.ca)

*We thank all applicants for their interest. Only those chosen for an interview will be contacted.*



# Apply Today!

[lrcssd.ca/careers](http://lrcssd.ca/careers)