

Program Coordinator

Permanent, Full-Time (37.5 hours per week)

Salary: \$60,000 annually + 10% in lieu of benefits (paid as a taxable allowance)

Vacation: Three weeks paid vacation annually, plus statutory holidays

About the Organization

The Verna J. Kirkness Education Foundation (VJKF) is a non-profit organization committed to increasing the representation of First Nations, Métis, and Inuit students at Canadian universities. Guided by the Truth and Reconciliation Commission's Calls to Action, The VJKF addresses the systemic under-representation of Indigenous students, particularly in the fields of science, technology, engineering, and mathematics (STEM). A key contributing factor to this gap is the limited presence of Indigenous academic role models within these faculties.

The Foundation addresses this by offering program scholarships to Indigenous high school students to spend a week at a Canadian university interacting with professors in their research laboratories. During their week on campus, students have the opportunity to meet mentors, learn about the support services available to them, connect with other Indigenous students and experience the excitement of doing research. The Verna J. Kirkness Education Foundation program develops motivated community role models who foster the importance of graduating from high school and attending a post-secondary institution.

Position Overview

Reporting to the Executive Director, the Program Coordinator is responsible for the effective coordination and delivery of all VJKF on-campus programs, scholarships, and related initiatives. The Program Coordinator may represent VJKF in meetings with universities, school districts, Indigenous organizations, and other partners.

This is a dynamic, hands-on position that requires flexibility, strong organizational skills, and the ability to build relationships with students, families, and partners. Preference will be given to applicants of Indigenous ancestry.

Key Responsibilities

- Program Delivery: Plan, coordinate, and oversee all on-campus program activities, including travel arrangements, accommodations, volunteer coordination, and event scheduling.
- Stakeholder Engagement: Liaise with universities, school districts, and Indigenous partners under the direction of the Executive Director.
- Student & Family Communication: Act as primary point of contact for parents/guardians, ensuring clear, timely, and culturally respectful communication.
- Logistics & Administration: Manage program data, prepare reports, track student participation, and ensure smooth program operations.
- Travel: Be present on campus during program weeks (approx. 5–6 weeks annually), arriving before students and staying until departure.
- Safety & Risk Management: Supervise students during campus activities, ensuring duty of care, wellbeing, and adherence to safety protocols.

Qualifications & Competencies

- University degree or an equivalent combination of education and experience.
- Minimum one year of administrative or program coordination experience.
- Experience working with high school students (Grades 9–12) in educational, outreach, or community settings.
- Knowledge of First Nations, Métis, and Inuit cultures and communities.
- Demonstrated ability to build trust and rapport with youth while maintaining clear boundaries.
- Excellent organizational, time management, and multitasking skills.
- Strong written, verbal, and digital communication skills, including professional email and social media use.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Ability to work evenings, weekends, and extended hours during program delivery periods.
- Must be able to travel within Canada. A valid driver's license is considered an asset.
- Offer of employment is conditional upon a clear Police Vulnerable Sector Check (PVSC).
- Must be legally entitled to work in Canada.



Work Environment

This position is based in Canada. This position is remote and can be completed from home. Candidates from across Canada are eligible to apply.

Program weeks require extended hours and in-person presence at university campuses.

How to Apply

Interested candidates are invited to submit a cover letter & resume online at:
www.vernakirkness.org/jobs

For questions about this position, please contact jobs@vjkf.org

Deadline to apply is: October 13th, 2025.

Commitment to Equity

VJKF is committed to building a diverse team and an inclusive culture. We strongly encourage applications from Indigenous (First Nations, Métis, Inuit) candidates, and applicants are encouraged to self-identify in their cover letter if they wish to be considered under the hiring preference. We welcome applications from individuals of all backgrounds who share our commitment to reconciliation and education.