



High School Coordinator (Umoja Black Community Engagement Program)

Term: Contract – May 31st, 2023 – to April 29th, 2024

- **Hiring Office:** Student Experience Office (SEO)
- **Hiring Manager:** Patsy Orkar
- **Hiring Manager Title:** Equity, Diversity and Community Programs Coordinator
- **Hiring Manager Email:** patsyorkar@cunet.carleton.ca
- **Hiring Manager Phone Number:** (613) 520-2600 ext. 3279
- **Position Type:** Part-Time
- **Number of Hours:**
 - May 2023 – August 2023: 10 hours per week
 - September 2023– April 2024: 4-6 hours per week
- **Pay Rate:** \$18.00 per hour
- **Number of Positions:** 1

Position Overview

The High School Coordinator-African, Caribbean, and Black (ACB) Outreach role is a supporting role on the Umoja Black Community Engagement Program. This program is supported by the Equity, Diversity, and Inclusion (EDI) team in the Student Experience Office (SEO) at Carleton University. The role is co-supervised by and reports directly to the Umoja Community Engagement Lead, and the Umoja Event and Operations Lead.

The High School Coordinator is responsible for supporting ACB youth in their transition from high school to post-secondary. The coordinator will work with Ottawa Catholic School Board (OCSB), Ottawa Carleton District School Board (OCDSB), and other youth-based or serving organizations to lead the development and delivery of Umoja's mentorship programming and events targeted for ACB high school students. You will build a relationship of solidarity with school administrators, Black graduate coaches, and Black Student Associations to support ACB high school students. Your role is to engage partners and relevant stakeholders in the community in a relationship of solidarity to engage African, Caribbean, and Black youth to attend and participate at ACB centered events geared towards their academic success.

The ideal candidate is a third- or fourth-year undergraduate or graduate student at Carleton University who is passionate about or involved in advancing opportunities for ACB high school students. They must have academic or professional experience in coursework related to diversity, equity, inclusion and/or anti-Black racism. They must be able to form connections with ACB students and have experience serving on youth-led or serving organizations, event planning, event hosting, program development, and youth engagement.



Core Responsibilities

Youth Engagement – (40%)

- Develop a meaningful engagement strategy and implement, and evaluate
- Develop ACB youth educational programming materials
- Facilitate ACB youth engagement meetings and follow up

Event planning and management – (25%)

- Propose event ideation, planning, and evaluations for high school ACB students
- Manage event budgets and plans (for prizes, guest speakers, and supplies)

Communication – (25%)

- Promote Umoja High School events within local partner school boards
- Manage event registration and communication with event participants before the event sharing event details and/or updates on changes in date, time, or venue for the event
- Provide input for surveys and polls to track and report on event metrics
- Maintain timely communication with guest speakers and performers
- Respond to email requests and inquiries on Umoja High School Events
- Engage and participate in advisory committee meetings

Other Duties as Assigned – (10%)

- Assist in collecting and transporting event supplies and materials to desired locations
- Support Umoja Team Members with priorities on an as needed basis

Employability Requirements

- Upper year (3rd or 4th) undergraduate student at Carleton University who is passionate about helping high school students navigate anti-Black racism
- Academic or professional experience as well as course or volunteer work related to diversity, equity, inclusion and/or anti-Black racism
- Existing connections with Black led or serving organizations at OCSB or OCDSB
- Previous experience with event planning, program development, leading youth events, and youth engagement
- Developing, promoting, and hosting events for Black high school students in Ottawa
- Ability to attend in person or online events and team meetings and work remotely including access to a consistent and stable internet connection
- Proficiency with the Microsoft Office 365 Suite including: Word, Excel and PowerPoint
- Familiarity with online productivity and communication tools including Microsoft Teams and Zoom
- Enrolling as a student at Carleton University for the 2023-2024 Fall & Winter semesters
- In good academic standing (as defined in the Carleton University Undergraduate Calendar)
- Student must have access to Microsoft Office Suite and Microsoft Teams, which can be downloaded with a Carleton Cmail license
- Successful candidate must provide a Vulnerable Sector Police Record Check
- Lived experience with African, Caribbean, or Black communities, history, politics, and associated intersectional terminology



Knowledge Requirements

- Program planning, development, execution, and evaluation
- Project management
- Youth engagement
- Mentorship
- Public Speaking

Preferred

- Access to a personal computer
- Knowledge of, or experience with youth engagement, mentorship, and program development
- Knowledge of, or experience with Black led and serving, or youth organizations in Ottawa

Application

Deadline: May 17th, 2023

How to apply: Email a letter of interest/cover letter and a resume to patsyorkar@cunet.carleton.ca. Ensure the subject line of your email is follow the format below:

FIRST NAME LAST NAME – High School Coordinator (Umoja) – Application

Example

PATSY ORKAR – High School Coordinator (Umoja) – Application

Disclaimer

The material contained herein is provided for informational purposes only. All open jobs offered by Carleton University are subject to specific job skill requirements. The job skill requirements, qualifications, and preferred experience are determined by a subsidiary, office or department within the company which is offering the position, and all positions are subject to local prevailing employment laws and restrictions. This would include immigration laws pertaining to work authorization requirements and any other applicable government permissions or compliance. The materials in this document are provided without warranties of any kind, either expressed or implied, including but not limited to warranties regarding the accuracy or completeness of the information contained in this document or in any referenced links. While Carleton University attempts to update this document in a timely basis, the information is effective only as of the time and date of posting. Strict confidentiality will be observed at all times. Carleton University is an equal opportunity employer. The information in this document is for information purposes only and is not intended to be relied upon with legal consequence.

The personal information requested in this document is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, Employee Services, FIPPA Representative for Human Resources, Room 507 Robertson Hall, (613)520-2600 x8635. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.