



Do work that transforms lives

At [Shad](#), we want to help exceptional youth from the far-flung corners of Canada and beyond, reach their potential. We're a motivated and dedicated team, and we want you to join us as we continue to expand nation-wide. We're looking for a regionally-based Outreach Coordinator who can elevate our recruitment efforts to find Canada's next generation of leaders.

About the role:

This is a 4 month contract position in support of Shad's efforts to grow nationally while becoming increasingly representative of Canada. We're looking for a results-oriented leader to grow our bilingual application numbers in Quebec to the next level. As a Regional Outreach Coordinator, you will travel across the province to give presentations in high schools, build relationships with educators, parents and students, and represent Shad at events. Your work will drive real impact by bringing awareness of this opportunity to deserving youth, ensuring they do not miss out on this life-changing opportunity.

Here is what you'll do

- Proactively set-up, organize and deliver Shad presentations in high schools across Quebec
- Build connections with educators and provide them with recruitment and application information
- Manage positive and effective relationships with prospect applicants, parents, alumni and educators
- Share knowledge of Shad's mission, values, program & application requirements to students & educators
- Provide timely, accurate, consistent and on-going follow-up throughout the recruitment and application cycle, including responses to direct in-person or email inquiries to students, parents, and educators
- Prepare and deliver bi-weekly reports outlining recruitment and outreach activities and results
- Track high school and educator relationships and activity in the Shad database
- Support Shad Alumni Ambassadors within the Quebec region during the recruitment cycle
- Represent Shad at various events across Quebec as an exhibitor or speaker
- Assist in the distribution of promotional materials and equipment to schools in Quebec
- Submit a report by end of contract, describing your involvement, perceptions and recommendations as a Regional Outreach Coordinator





You will thrive in this role if:

- **You are a natural communicator & take a people-centered approach.** You are an engaging public-speaker who can connect with diverse youth audiences. You are a patient and clear communicator - able to demonstrate empathy and kindness in your interactions, be it via email or in-person.
- **You're independent.** You can self-manage your work, take initiative to introduce new ideas and solve problems.
- **You have an unrelenting drive.** You are highly motivated, proactive, and comfortable with ambiguity and working independently.
- **You are a relationship-builder.** You take time to connect meaningfully and follow-up in a timely manner.
- **You CARE.** You have a passion for empowering exceptional youth and desire to seek out these youth from all corners of the province to help unleash their potential.

The details:

- This is a full-time (37.5 hours per week) contract role for 3.5 months (Mid-September to December 2019). Work hours may vary from week to week.
- Location: Quebec (candidate may live anywhere in Quebec)
- Salary: \$45 per hour
- Access to a vehicle and a valid driver's license is required
- Significant travel across Quebec is required
- Reports to the Shad Outreach & Partnerships Lead

Apply now!

In order to apply, please email:

1. resume
2. cover letter outlining why you want to work at SHAD and why you are a great fit for the Regional Outreach Coordinator role

Both files should be in PDF format, where each file includes your first and last name (e.g. TaylorKim_Resume.pdf and TaylorKim_CoverLetter.pdf).

Submit your application to Jess Tang, Outreach & Partnerships Lead, at jess@shad.ca by **September 12, 2019**.

We thank all applicants but only those selected for an interview will be contacted.

