



Job Title: Recruitment Lead

Location: Waterloo, in office with travel across Canada as required

Reports to: Director of Recruitment

Type: Full time, Permanent

About Shad Canada

Shad Canada is a national non-profit that empowers exceptional high school students to unlock their full potential through immersive STEAM and entrepreneurship programming. Each year, hundreds of Grade 10 and 11 students from across the country attend our transformational summer program that builds leadership, innovation, and real-world problem-solving skills.

At Shad, we believe youth can—and should—shape a better future. Join us in connecting tomorrow's leaders with opportunities that help them thrive.

About the Role

We are seeking a dynamic, detail-oriented Recruitment Lead to work closely with the Director of Recruitment. You will support the recruitment team's strategic outreach plan aimed at increasing awareness of the Shad program and encouraging applications from students across Canada. This role combines strategic support, process implementation, and outward-facing engagement. You will help transform recruitment strategies into action, ensuring that Shad's growth plans are carried out effectively. You will also serve as a representative of Shad in the community, presenting at events and building meaningful connections with students, parents, educators, and community partners.

The Recruitment Lead will:

- Work closely with the Director of Recruitment to support the implementation of Shad's strategic growth initiatives
- Document processes, create frameworks, and implement structures that ensure smooth team operations and project execution.
- Support the Director in building and maintaining strategic partnerships that expand Shad's reach and impact.
- Coordinate and assist with planning, organizing, and running recruitment and outreach events, both regionally and nationally.
- Represent Shad at presentations, workshops, and community events, engaging directly with students, parents, educators, and partners.
- Track key outreach metrics like student attendance, engagement levels, and event impact to inform strategy and improve future efforts.





About You:

You are energized by connecting with people and translating strategic plans into well-executed experiences. You bring together strong communication skills, keen attention to detail, and a commitment to delivering excellence in every interaction. You take initiative, follow through on commitments, and excel at balancing relationship-building with logistical coordination. As Shad grows, you are eager to support the development and implementation of systems and processes that enhance the effectiveness and scalability of outreach efforts. You are adaptable, self-motivated, and driven by the opportunity to help students discover meaningful learning experiences and develop their potential through Shad. You also bring creativity and resourcefulness to your work, approaching challenges with a problem-solving mindset and embracing change as an opportunity to learn and improve.

You are likely to thrive in this role if you:

- Are detail-oriented, organized, and able to manage multiple tasks simultaneously
- Communicate clearly and confidently with a variety of audiences, including youth, educators, and community members
- Take initiative and enjoy building connections with youth, educators, and community partners
- Can engage and motivate others to take part in outreach, including volunteers and alumni
- Work well both independently and as part of a collaborative team
- Bring creativity, curiosity, reliability, and a sense of purpose to your work
- Adapt easily to new situations and enjoy solving problems in dynamic environments
- See travel as an opportunity to learn, grow, and make an impact
- Have a valid driver's license and access to a reliable vehicle

Why Join Shad Canada?

- Be part of a mission-driven team shaping Canada's next generation of leaders.
- National impact, innovative culture, and opportunities for professional growth.
- Competitive salary and benefits package.

To Apply:

Please submit your resume and cover letter to hiring@shad.ca by October 7, 2025. Applications will be reviewed on a rolling basis. We thank all applicants for their interest in Shad Canada. Please note that only those selected for an interview will be contacted.

Shad Canada values the diverse and intersecting identities of its participants, team members and contractors. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, antiracism, and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis, and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

