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| <b>Job Title</b>  | Youth Employment Partnership Coordinator, Edmonton |
| <b>Reports to</b> | Team Lead, Employment Partnerships                 |

**Inclusion Alberta**, as a family advocacy organization, is committed to providing individuals with intellectual disabilities and their families with personalized advocacy that contributes to a meaningful and inclusive life.

The Youth Employment Partnership is an exciting and innovative initiative that creates meaningful employment opportunities for people with intellectual disabilities. The partnership focuses on supporting the capacity of the business community to hire and retain employees with intellectual disabilities. We are seeking an individual who wishes to contribute their impressive talents to furthering our vision of inclusion.

#### **Duties and Responsibilities:**

The Edmonton Youth Employment Partnership Coordinator is responsible for working closely with families to identify employment goals for youth with intellectual disabilities and recruit, train and supervise youth without disabilities in their roles as peer mentors. The Youth Employment Partnership Coordinator will also work with the business community to create employment opportunities for youth with intellectual disabilities.

#### **Qualifications:**

- We are seeking an individual who is committed to the inclusion of persons with intellectual disabilities in community life.
- Deep & abiding commitment to inclusion (as demonstrated by one's experiences, participation, and contributions to community)
- Experience with supported employment and/or community development and inclusion
- Exhibit the highest level of professionalism
- Excellent communication, interpersonal, collaborative, networking, and organizational skills are required.
- Dedicated learner, reflective practitioner, and committed to one's professional development
- Astute critical thinking skills and problem-solving abilities
- Can work effectively both independently and collaboratively
- Can effectively manage stress and respond to difficult circumstances with grace
- Comfortable with public speaking and community development (approaching new people)

**Working Conditions:**

This position will be located in Edmonton, Alberta, and the candidate will work daily at various job sites. Candidates will require a vehicle and the capacity to travel between surrounding communities and job sites.

The position is a **permanent, full-time** with a salary commensurate with experience. Only candidates selected for interviews will be contacted. Competition closes when a suitable candidate is found.

Please forward your resume and cover letter with the subject line “**Youth Employment Coordinator**” to Madeline Larsen, Director, Employment Partnerships, at

[mlarsen@inclusionAlberta.org](mailto:mlarsen@inclusionAlberta.org)

*Inclusion Alberta is committed to being a welcoming, inclusive, diverse, respectful, and equitable workplace. We welcome applications from all qualified persons, and encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of all sexual orientations, gender identities and gender expressions to apply.*