



Member of
JA Worldwide

**Program & Data Coordinator, JA in Saskatchewan -
(full-time 18 month contact with possible extension, start date immediate)**

Work Location: Saskatoon Area
Work Type: Remote

JA in Saskatchewan is building our team and looking for a **Program and Data Coordinator** who is passionate about using data to drive insights that will benefit youth in communities across Saskatchewan.

JA in Saskatchewan operates as part of JA Canada (JACAN) who is a member of JA Worldwide. JA Canada has been providing financial literacy, workplace readiness and entrepreneurship programs in partnership with the Canadian education system since 1955. Designed to inspire, prepare and help youth succeed, JA programs are delivered across Canada to reach over 250,000 youth annually. JA in Saskatchewan currently reaches 11% of youth in grades 3-12 across the province, with a goal to increase reach across the province, and focused efforts on identifying and building relations in un and underserved areas, including Indigenous and rural communities.

As a **Program and Data Coordinator**, you will report to the General Manager for JA in Saskatchewan. You will work collaboratively with the team and will spearhead the development of an outreach strategy and communications plan that will enable JA to increase student reach and impact in un and underserved communities. As the **Program and Data Coordinator** you will use data driven insights to identify opportunities that can be actioned, benefitting youth in Saskatchewan today, which will result in stronger, thriving communities in the future.

You are analytical, a self-starter, passionate about youth, and interested in building thriving communities in Saskatchewan. In this role you may be required to manage community working and advisory groups. These may include educators, business leaders, youth and others with community connections. Ideally, to ensure success in this role you will have strong people skills, and a good understanding of how to analyze and use data to enable insights. The successful applicant will work from a home office and is required to be in close proximity to Saskatoon. Travel throughout rural communities in Saskatchewan will also be required as needed.

A summary of work includes, but is not limited to, the following:

- Act as technology lead for JA in Saskatchewan in managing data through the National CRM (hosted in Salesforce)

- Support team through data analysis and reporting to provide insights that drive priorities and help to identify effectiveness of outreach strategies
- Facilitate reporting, including - gather feedback, coordinate, and produce reports on community demographics, school data, JA programming, un and underserved communities and other, to support the growth objectives
- Collaborate on the development of a 360° communications and outreach strategy
- Manage social channels to increase presence and brand awareness across various markets in Saskatchewan
- Build community connections with local businesses and schools to support sustainability of reach in new communities
- Lead program rollout and serve as a liaison for new and existing volunteers, educators and other community stakeholders in Saskatoon
- Serve as a rural liaison responsible for building outreach and awareness where youth are un and underserved by JA
- Support and share best practices with JA in Saskatchewan staff and others as relevant across Canada

Experience and Qualifications

- Experience working with businesses and other stakeholders in Saskatchewan
- Experience working with educational or youth-based organizations
- Competency working with technology including Microsoft Office, Customer Relationship Management systems (preferred experience with Salesforce)
- Competency collecting, cleaning, analyzing and storing data
- Ability to translate business requirements into non-technical, lay terms
- Experience managing partnerships with businesses and other community organizations
- Ability to build and manage working groups and teams of contributors as needed
- Strong interpersonal skills
- Communications and marketing experience an asset

If you think this role is a good fit for you we encourage you to submit your resume with a cover letter that highlights alignment to the position qualifications to careers@jacanada.org with the subject line “SK Program & Data Coordinator”. The posting will remain open until a suitable candidate is secured.

JA Canada is committed to a diverse, inclusive, equitable and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation or identity, disability, age (18 and over), record of offenses for which a pardon has been granted, marital



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status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Canada Human Rights Code.

We thank all candidates for their interest in advance. Based on anticipated volume of applicants, we will only respond to successful applications. An offer of employment with JA Canada is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations.