

IYMP Program Coordinator

Job ID
40505

Ever Active

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LOCATION	DATE POSTED	EXPIRY DATE	
11759 Groat Rd NW, Edmonton, AB Alberta	04-07-2026	31-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 61,562.00	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Job Title: Program Coordinator

FTE: 1.0 FTE

Total Compensation: Annual salary starting at \$61,562.00, to be commensurate with experience, complemented by fully employer-paid health benefits and a generous paid time off package

Start Date: August 17, 2026/Flexible

Location: Calgary or Edmonton

Term: 1 year

Indigenous Youth Mentorship Program (IYMP):

IYMP is a communal, relationship-based, after-school healthy living program. It is delivered by Indigenous high school students for elementary school children. Co-developed with Indigenous youth, educators, and researchers, IYMP promotes well-being, resiliency, and overall positive mental health, including Mino-Bimaadiziwin/Mino-Pimâtisiwin (“living in a good way”). It is grounded in teachings of Indigenous scholars Dr. Brokenleg (Circle of Courage - belonging, mastery, generosity, independence) and Dr. Kirkness (The Four R’s: Respect, Relevance, Reciprocal Relationships, Responsibility). The core components of IYMP are healthy eating, physical activity and relationship building and mentorship.

IYMP typically runs once per week for 90 minutes, delivering healthy snacks and physical activity for at least 20 weeks throughout the school year. IYMP builds on the strengths, energy, and talents of youth and communities. IYMP has been rippling across Canada in partnership with Ever Active Schools and is currently offered in over 50 communities.

Ever Active:

Ever Active is a registered national charity based in Alberta that is focused on the well-being of children and youth. Our vision is for thriving schools and communities where children and youth grow, learn, and belong. Our mission is to lead, activate, and build capacity for settings that nurture health and well-being. We value relationships and well-being, which are at the heart of who we are and all we do. The values of inclusion, growth, community, voice, and kindness are also closely held and guide our work forward in a good way. We don’t know all the answers but we’re listening, learning, and growing.

Opportunity

The Program Coordinator is an enthusiastic and organized person who helps facilitate partnerships and communication among Alberta IYMP sites and the national IYMP office in Alberta. The successful candidate will support the program with community and school visits, building and maintaining relationships, and organizing and facilitating leader training. Reporting to the National Director, IYMP, this position will contribute to the collective work of the organization and IYMP.

We are looking for someone who brings creativity and care to their work, enjoys connecting with others, and has experience supporting students and schools. An interest in overall wellness and well-being is important, along with a passion for helping others thrive. The individual must be able to frequently travel throughout Alberta and be motivated to work in a fast-paced, exciting, and fun environment.

Duties and Responsibilities

- Establish and maintain close working relationships with IYMP Program Coordinators, Indigenous and community organizations, program partners including school principals, teacher champions and band councils, and funding partners.
- Support in the planning, attendance, and execution of provincial trainings and events
- Coordinate and deliver IYMP Programming:
- Assist in fund development;
- Recruit participant sites;
- Develop and implement work plans;
- Monitor progress and manage timelines;
- Maintain budgets;
- Conduct program and process evaluation;
- Complete formal reports (both funder reports as required, and overall organizational reporting);
- Mobilize knowledge and share learnings.
- Support the overall work of the organization through activities such as events (i.e., workshop delivery, exhibiting, event planning/execution, networking), learning opportunities (i.e., workshop development), program delivery, communication and media (i.e., content generation), and resource development
- Collaborate within and across Ever Active team and provincially across sectors to promote school based wellness initiatives
- Other duties as assigned

Required Position Competencies

- Subject Matter Expertise

Applies expertise in school health, community development, and health promotion.

- Project Management & Execution

Plans, coordinates, and delivers projects and events effectively from start to finish.

- Community-Centered Approach

Centers partner strengths, priorities, and ways of working.

- Shared Leadership & Empowerment

Enables partners to lead and implement their own solutions.

- Facilitation & Group Engagement

Engages and facilitates effectively with diverse audiences.

Qualifications and Experience

- Post-secondary education

- An equivalent combination of education and work experience will be considered.
- Comfortable connecting with youth and young adults, speaking in front of groups, leading a project from start to finish, showing initiative while working independently
- Experience working in a school, community or health promotion setting is an asset
- Valid Alberta Class 5 driver's license and access to a vehicle on a regular basis

Candidates must be willing and able to travel frequently throughout Alberta, and sometimes flex work time to include evenings and weekends.

Ever Active is committed to equity in its policies, practices, and programs while supporting diversity in its community, school, and work environments; Ever Active encourages qualified applicants of all backgrounds and abilities to apply for this position.

To apply, please include your cover letter and resume in one document and email: employment@everactive.org. Please include the Job Title in the subject line.

Application Deadline:

July 17, 2026

This position has been designated for Indigenous candidates (First Nations, Métis, and Inuit) due to the significant cultural knowledge, lived experience, and community relationships required for the role. Applicants must self-identify as Indigenous in their cover letter and/or resume.

Please note that the interview will include a process to verify Indigenous kinship and citizenship in a respectful and sensitive manner.

Thank you for taking the time to apply. Only successful applicants will be contacted for an interview.

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