

## IDENTIFICATION

<b>Job Title:</b>	Community Coordinator	<b>Division:</b>	Continuing Studies
<b>Title of Immediate Supervisor:</b>	Eric Hoogstraten	<b>Position Number:</b>	
<b>Supervisor's Title:</b>	<b>Dept Head</b>	<b>Effective Date:</b>	

## Purpose of the Role

*The Community Coordinator plays a key role in supporting day-to-day campus operations and strengthening relationships through community-focused outreach and public awareness of Yukon University programs, courses, services, and events. A central focus of this position is building and maintaining strong and collaborative relationships with local government(s), community members, industry and related interested parties to ensure that campus programming reflects community priorities and aligns with Yukon University's mission.*

*The role also contributes to positive internal and external partnerships by supporting: colleagues, staff, faculty to ensure programs are delivered effectively and campus responsibilities are carried out efficiently; youth and community members with awareness and guidance of, and about, educational and learning opportunities at YukonU; community based lifelong learning; and community advancement through training and future planning*

## Key Responsibilities

### Community and First Nation Engagement & Relationship Building

*The Community Coordinator works closely with Yukon University personnel and local partners to support First Nation and community-based learners. Responsibilities include:*

- a) Assisting with advertising, promoting, and marketing campus offerings and events*
- b) Helping organize, contributing to, and attending community meetings*
- c) Engaging regularly with the local government: First Nation(s), municipal, other; Dev Corps / Business; Industry; and citizenry to understand program and training priorities*
- d) Supporting communication between the First Nation, the community, and Yukon University*
- e) Maintaining relationships locally and across the Yukon to support campus and committee goals*
- f) Attending community events and meetings as requested*
- g) Responding to urgent requests from First Nation governments, community members, or students*

### Student Support & Success Services

- h) Supporting student success by helping learners refine academic, work, and life management skills*
- i) Engaging students and potential students in exploring educational and career pathways*
- j) Connecting students and potential students to relevant supports and services*
- k) Supporting the transition of community learners into university courses or programming*
- l) Performing administrative duties related to student operations*
- m) Assisting students with referrals to community agencies and support services*

### Program and Course Coordination

- n) Assisting with the coordination and support of programs and courses delivered at the University*
- o) Supporting the scheduling and organization of campus offerings*
- p) Participating in discussions related to new initiatives and long-term planning*
- q) Assisting in the planning and delivery of campus events and activities*
- r) Contributing to discussions on Indigenous engagement and indigenization*

### Internal Collaboration

- s) Collaborating with staff across Yukon University
- t) Supporting meaningful involvement of students, Elders, and Indigenous knowledge holders
- u) Performing administrative duties assigned by the Coordinator or Department Head
- v) Making recommendations on program or course content, development, classroom activities, and student progress

### **Other Principal Activities**

- w) Contributing to discussions on the development of policies, procedures, and related topics
- x) Completing additional duties assigned by the Supervisor
- y) Providing instruction when appropriate
- z) Offering guidance to students on personal planning and positive decision-making where appropriate

### **People Leadership**

*This position has no supervisory responsibilities and does not directly oversee any permanent or casual staff. It is not involved in assigning tasks, evaluating performance, or making staffing decisions, although it may occasionally provide informal guidance or share knowledge with colleagues.*

## **JOB ELEMENTS**

### **Decision - Making**

*The position receives direction from the supervisor through meetings and discussions, as well as from institutional plans, policies, and community feedback. Its activities are guided by Yukon University policies, strategic frameworks, and collaborative decision-making within the Continuing Studies team. Performance is evaluated through supervisory meetings, peer and self-assessments, stakeholder feedback, and success in meeting Community Education and Development goals. Decisions typically referred to the supervisor include budget allocations, program or curriculum changes, scheduling, policy matters, and staffing.*

*The position does not normally manage or control a direct budget. In certain cases, the position may meet regularly with the budget officer on matters related to the campus budget and or the participate in creating budgets for external contracting. The Department Head of Community Education and Development is responsible for preparing the budget, and this position holds no accountability or authority to reallocate resources. However, it has a signing authority of up to \$2,000 as per university guidelines. While generally not directly managing funds, the position may influence expenditure through recommendations on program-related capital acquisitions and potential third-party contracts.*

### **Communication and contacts**

*The position involves frequent interaction with various stakeholders: daily collaboration and information exchange with campus staff and students; weekly coordination with external partners and liaison with Yukon University faculty and staff; weekly direction from the Department Head; and monthly consultation with community groups, agencies, and employers.*

### **Knowledge and Experience**

*This incumbent for this position typically has one or more of the following: a bachelor's or master's degree; extensive experience working in government (FN or other), government supported organization such as hospital or school, NGO, and or Dev Corps / Business; Terms of service in elected government such as Chief and Council.*

*Experience with community life, demonstrated exposure to YFN / FN culture, post secondary settings with indigenous learners, and demonstrated land skills or willingness to learn or engage in such are assets.*

*If slated for instructional duties, appropriate credentialing / authorization will be required*

*Fluency in local FN language is an asset.*

*Class 5 Yukon Driver's License minimum is required for this position*  
*Familiarization of the Umbrella Final Agreement, Self Governing Agreements, University Plans, Regulations, Policies, and Mandates, relevant Acts, Legislation, and Policies.*

**WORKING CONDITIONS**

**Specific Working Conditions & Requirements**

*The position involves occasional use of tools such as audio-visual equipment and distance learning technologies (each about 5% of the time), and regular use of computers for communication and student support (30%). Physical demands are minimal, with occasional lifting of materials up to 25 kg (1–2% of the time), and a mix of sitting (60%), standing (20%), walking (15%), and driving (5%). Hazards include occasional hazardous driving and discomfort from travel or adverse weather (each 0–5%). Interpersonal challenges include working with emotional or stressed students, frequent interruptions, and receiving instructions from multiple sources. Travel is infrequent, averaging two trips per year, typically lasting 2–5 days and covering 600–800 km by car or air.*