

Posting #25-104CU

Senior Coordinator, Youth and Transition Programs Office of Research and Innovation Regular, Full-time

Purpose

As a research-intensive university, the University of Northern British Columbia (UNBC) is committed to fostering a vibrant research culture, advancing youth engagement, and supporting students in their transition to post-secondary education. The Senior Coordinator, Youth and Transition Programs is a senior leadership role responsible for shaping and delivering high-impact, community-responsive programming that aligns with UNBC's strategic priorities and strengthening the university's presence across the region.

Reporting to the Manager, Philanthropy and Engagement, the Senior Coordinator provides strategic oversight and operational leadership for all youth and transition initiatives. This includes the planning, design, implementation, and evaluation of comprehensive programs that support youth engagement, postsecondary access, and long-term student success. The role manages a diverse team of three coordinators and over ten program instructors, fostering a culture of excellence and innovation in program delivery.

A critical aspect of this position is the management of strategic relationships with community, industry, educational, and government partners to expand opportunities for youth, build regional capacity, and ensure programs are culturally grounded and responsive to northern and Indigenous contexts. The Senior Coordinator serves as a key ambassador for the university, advancing institutional priorities through collaborative partnerships and ensuring programs contribute directly to UNBC's recruitment, retention, and community engagement goals.

With growing demand for youth-focused outreach, this role is instrumental in driving institutional impact and supporting the next generation of students across Northern British Columbia. Travel throughout the region will be required to cultivate partnerships and extend UNBC's reach.

Responsibilities

Duties include but are not limited to:

- Leading the planning, coordination, and delivery of the Northern Transitions, Research Ambassadors, and Active Minds Youth Programs;
- Recruiting, training, and supervising a team of coordinators, instructors, and facilitators to deliver high-quality programming across diverse communities;
- Traveling throughout Northern BC to build partnerships and representing UNBC at community and school-based events;
- Developing and maintaining strong internal and external partnerships with school districts, Indigenous communities, government agencies, and industry partners;
- Collaborating with departments such as Student Recruitment, Athletics, Conference and Event Services, and academic faculties to align programming with institutional goals;
- Monitoring and evaluating program effectiveness using established metrics; preparing reports and using findings to inform future planning;

- Managing program budgets and ensuring responsible financial stewardship; and
- Contributing to strategic planning and innovation within the Office of Research and Innovation.

Qualifications

The successful candidate will possess the following:

- A university undergraduate degree in science, technology, engineering, or mathematics (STEM);
- A graduate degree in a STEM field is an asset;
- More than five years' relevant experience that includes team leadership, project management, workshop development, proposal writing, program coordination, external relations, and partnership development;
- A strong understanding of the post-secondary environment and the challenges faced by youth is essential;
- Excellent written and verbal communication, presentation, and interpersonal skills;
- Proven ability to build and maintain partnerships across sectors;
- Proven ability to report on outcomes and lead program growth informed by evaluation and community needs;
- A high degree of initiative, creativity, accountability, and organization; and
- Willingness and ability to travel frequently throughout Northern BC.

An equivalent combination of education and experience will be considered.

The successful candidate must be willing and able to provide a clear Criminal Record Check and must have a valid Class 5 BC Driver's License.

Salary

This position has been classified at a Grade 12. The annual salary range for this position is \$81,590.60 to \$84,957.60 and the normal starting salary will be \$81,590.60.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.



Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-104CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9



Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30 PM on October 27, 2025.

