

MI'KMAW NATIVE FRIENDSHIP CENTRE



Employment Opportunity: Navigating Horizons Program Coordinator

Location: Halifax, NS

Salary Range: \$65,000.00 annually

Employment Term: May 2026 – March 31st, 2027, possibility of renewal Full time hours (35 hours/week)

Reports To: Programs Manager

General Description:

The Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Navigating Horizons Program Coordinator**.

The Navigating Horizons Program Coordinator (NHPC) will create opportunities for Urban Indigenous youth to build skills, confidence, and meaningful connections to their community. This role focuses on supporting youth leadership development, cultural identity, and community engagement through workshops, mentorship, and peer learning opportunities.

Key Accountabilities

- Coordinate youth training opportunities focused on leadership, governance and community engagement
- Create spaces for youth to gather, learn, and lead including workshops, gatherings and peer learning opportunities
- Foster mentorship opportunities that connect youth with Elders, Knowledge Keepers, and community leaders
- Monitor participation, outcomes and impacts for youth for reporting and evaluation requirements
- Meet with youth to assess their progress, give support and identify barriers to participation
- Coordinate and implement various activities and workshops for youth related to their skill development
- Develop and maintain strong relationships with community partners, schools, and other organizations to expand opportunities for youth engagement and collaboration
- Adhere to all policies governing the Mi'kmaq Native Friendship Centre
- May perform other related duties as assigned

Qualifications and Experience Required for the Position:

- Diploma or Degree related to Social Work, Child & Youth, or Career Development. Combination of education with 1-3 years work or lived experience will also be considered.
- Experience working with youth with a strong understanding of development and engagement strategies
- Demonstrated experience in program coordination and fiscal management of program budgets
- Must have excellent communication, organization and facilitation skills
- Knowledge of urban Indigenous realities and resources available
- Must be flexible and able to work some weekends and evenings, some travel may be required
- Must have a valid driver's license, reliable car and valid insurance

- Must provide a vulnerable sector check
- **This position is designated for those with Indigenous ancestry, please self-identify**

Application Deadline: May 18, 2026

Submit Cover letter & Resume to: <https://mnfc.applytojobs.ca/>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.

The Mi'kmaw Native Friendship Centre is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.

Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

*Only those applicants who are screened in for an interview will be contacted.