

SCHOLAR ADVISOR (Full-Time Permanent)

The Loran Scholars Foundation is looking for a Scholar Advisor to join our team. We are a national charity, working in partnership with Canadian universities and hundreds of donors and volunteers across the country to offer Canada's top undergraduate award recognizing character, service and leadership potential. We challenge Loran Scholars and alumni to be socially responsible, entrepreneurial and community-focused leaders who will positively impact society. Learn more at www.loranscholar.ca.

Location: Remote from anywhere in Canada, with some travel to Toronto and other destinations within Canada.

Who are you?

You are an enthusiastic, innovative and self-starting individual who is passionate about youth leadership, education and community engagement, and are looking for an exciting opportunity to gain valuable experience as part of a small and dynamic team. You are engaged in your community, and giving back is important to you. You are extremely organized, love engaging with people, and are always exploring new ways to create impact.

What will you do?

As part of a small team responsible for the development and delivery of the Loran Award, you will support award application and evaluation processes, scholar enrichment programming, and contribute to new program development. Your key focus will be on the aspects of the award that directly support scholars to grow and succeed in their four years of undergraduate studies.

Reporting to the Director of Programs, you will:

- Foster the leadership, community service, and academic growth of scholars, supporting their development throughout their undergraduate years.
- Lead the expansion and development of the Loran mentorship program, supporting scholars and volunteers to build and maintain meaningful relationships for mutual learning.
- Coordinate data collection and administration as an ongoing part of program evaluation processes.
- Maintain the online scholar web portal with up-to-date program information.
- Support the implementation and growth of annual scholar enrichment programming, including scholar workshops and training activities, summer work placements, alumni connections, the summer orientation expedition and scholar summer retreats.
- Assist in providing support to Indigenous individuals (First Nation - status and non-status, Inuit and Métis persons) engaged in the Loran community as applicants, scholars and volunteers.

- Assist with the annual award renewal process, including collation of submissions, review and reporting.
- Assist in the regional and national selections process, including award promotion, application support, event facilitation, and volunteer orientation and stewardship.
- Complete other tasks as required.

What do you need to succeed?

- A commitment to working with young Canadian leaders to foster community engagement and a high level of enthusiasm for youth leadership development.
- The desire to contribute to a culture of excellence.
- Fluency in English, and excellent written and verbal communication skills.
- Program management experience and higher than average organizational skills.
- Outstanding attention to detail.
- Strong research and evaluation skills.
- Familiarity with secondary school and Cegep programs across Canada, and the Canadian post-secondary landscape.
- An ability to engage with a wide cross-section of Canadian society.
- Proficiency with Salesforce, Airtable, and Alchemer (formerly Survey Gizmo), or an aptitude for learning new applications quickly.
- Post-secondary education in social work, education or youth services or related, or relevant work experience in that field.

What's nice to have?

- Experience advising, supporting, or coaching young leaders.
- Fluency in French. Applicants who are not fluent in French must be eager and willing to learn. Please indicate your level of experience on your application.
- Experience in the non-profit and/or education sector.
- Experience in mentorship program development and implementation.
- Experience in program evaluation and data administration.
- Experience in event management.
- Mental health first aid qualifications.
- Self-identifying as First Nation, Métis or Inuit and/or having first-hand knowledge or experience with Indigenous communities and culture.

Why are you applying?

- You value the ability to make a positive difference in the lives of young Canadians and in the future of our country alongside a network of exceptional individuals across Canada and internationally who value character, service and leadership.
- You are eager to contribute in a dynamic, collaborative, progressive, high-performing team.
- You are seeking a culture of continuous professional development, learning and growth.
- You thrive when doing fun and challenging work.

Compensation

Salary: \$53-55K per year, commensurate with experience, plus enrolment in a retirement savings plan after three months

Vacation: three-weeks paid vacation plus a two-week holiday office closure

Group Benefits: extended health and dental benefits after three months

Key Dates

Closing Date: Resumes will be considered, and interviews will take place, as they are received

Start Date: November 28, 2022 (flexible)

How to Apply

Please forward your résumé and cover letter in one Word or PDF file to Lily Manea, Director of Operations, at lily.manea@loranscholar.ca.

The Loran Scholars Foundation is committed to diversity and inclusion in the workplace and welcomes applications from all qualified candidates, particularly from Indigenous and other historically marginalized communities; however, only those selected for an interview will be contacted. If you require accommodation in the interview process, please communicate that if contacted.