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Thorold, Ontario L2V 4Y6  
idhc.life

## Youth Project Coordinator

**Posted:** Friday, April 24, 2026  
**Hours:** Full-Time, 1-Year Contract  
**Closed:** Until filled

### About the Indigenous Diabetes Health Circle (IDHC)

The Indigenous Diabetes Health Circle (IDHC) is an Indigenous-governed organization dedicated to reducing the impact of diabetes in First Nations, Inuit, and Métis communities across Ontario. Through culturally grounded programs, partnerships, and knowledge sharing, IDHC works with Indigenous communities, health providers, and organizations to support diabetes prevention, management, and wellness initiatives.

IDHC is committed to strengthening community capacity and supporting Indigenous-led approaches to health that honour culture, community knowledge, and holistic wellbeing.

### About the Role

The IDHC is seeking a Youth Project Coordinator to support the development and coordination of youth-focused initiatives aimed at reducing the impact of Type 1, Type 2 & Gestational diabetes among youth.

The Youth Project Coordinator will develop partnerships with Indigenous youth, communities, and partner organizations to design and mobilize health promotion materials and programming which support youth in developing positive, culturally grounded health behaviours. This role supports culturally safe engagement, community consultation, programming, and knowledge sharing that strengthens community capacity and supports youth wellness.

Preliminary work in this role will include conducting an environmental scan of youth-focused initiatives across the province of Ontario. Findings from this scan will help inform the development of a Youth Advisory Committee, which will guide program planning, development, and delivery in phase two and phase three of the project. This work is essential in ensuring that youth voices and community perspectives shape all phases of the initiative, from early planning to implementation and evaluation.

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## Indigenous Applicant Encouragement

The IDHC strongly encourages applications from First Nations, Inuit, and Métis candidates. As an Indigenous organization working in partnership with Indigenous communities across Ontario, lived experience and cultural knowledge are highly valued.

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### Key Responsibilities:

- Develop and strengthen partnerships with Indigenous community organizations to ensure a culturally appropriate and safe approach.
- Ensure project activities meaningfully engage Indigenous communities
- Coordinate and facilitate a youth advisory committee to guide project development and evaluation.
- Support in the design of a provincial environmental scan.
- Conduct environmental scan activities to understand Indigenous youth health and wellness programming availability and needs
- Conduct outreach with youth and youth programs to inform program development (e.g. email, meetings, sharing circles, interviews surveys)
- Support development of a youth program directory
- Maintain accurate project documentation and safeguard participant confidentiality
- Summarize project results and prepare progress and evaluation reports.
- Facilitate youth programming and engagement activities.
- Mobilize project knowledge to support organizational and community capacity building.
- Develop an outreach strategy to increase uptake of IDHC youth resources by youth-focused programs.
- Support the development of newsletters, articles, infographics, presentations, and other knowledge-sharing resources for partners and stakeholders.
- Assist in preparing educational workshops, training sessions, and evaluation strategies.
- Support preparation and facilitation of strengths-based workshops for youth and/or frontline workers.
- Contribute to environmental scan activities that support complimentary IDHC projects
- Attend project meetings, committees, and community events as required.
- Travel across Ontario to meet with community partners and support project activities.
- Monitor project budgets and assist with reporting to granting agencies.

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Commented [JP4]: @Autumn Watson had previously flagged this, but it seems to have disappeared -- note the language softening from "research" to outreach and consultation throughout

Commented [JP5]: @Autumn Watson thoughts on including this to allow some leeway in helping with the SSHRC activities?

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### Qualifications:

- Bachelor's degree in a health-related discipline or an equivalent combination of education and experience.
- Minimum two years of research, community outreach and partnership building, and/or project coordination experience.
- Background in or knowledge of Indigenous communities, culture organizations, Indigenous health and diabetes is an asset.
- Demonstrated experience designing and conducting environmental scans, including gathering, analyzing, and summarizing information to inform program planning and development.
- Experience conducting community-based research or programming with Indigenous communities.
- Understanding of both Indigenous ways of knowing and academic research approaches.
- Cultural Safety certification through San'yas Indigenous Cultural Safety Training or another recognized program.
- Valid Ontario driver's licence, access to a reliable vehicle, and ability to travel.

### Skills & Abilities:

- Strong knowledge of Indigenous communities, cultures, and land-based practices.
- Understanding of diabetes prevention, healthy lifestyle approaches, and health promotion principles.
- Ability to design and conduct environmental scans, including gathering, synthesizing, and analyzing information from multiple sources.
- Strong analytical skills to interpret environmental scan findings and translate them into recommendations for program development and planning.
- Experience developing health promotion programming, workshop content, and evaluation tools.
- Experience supporting program implementation and delivery in community or youth-focused contexts.
- Ability to design and apply evaluation tools (surveys, interview guides, feedback forms) and summarize findings to inform program improvement.
- Demonstrated experience facilitating workshops or educational sessions.
- Strong project planning, coordination, and evaluation skills.
- Ability to translate research findings and support knowledge exchange among diverse groups.
- Excellent communication, organization, and problem-solving skills.
- Ability to work independently and collaboratively within a multidisciplinary team.

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- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint) and experience with CRM databases.
- Ability to manage multiple priorities and deadlines.
- Willingness to work occasional evenings and weekends as required.

**Working Conditions:**

- **Location:** Remote work with travel required across Ontario. Travel to remote communities and occasional overnight stays may be required.
- **Hours:** Monday to Friday, 8:30 am to 4:30 pm (occasional evenings and weekends required)
- **Salary:** \$57,000 - \$65,000 per year

*Indigenous applicants are encouraged to apply and will be given preference in accordance with the organization's mandate.*

**To Apply:** Submit your cover letter and resume to: [hr@idhc.life](mailto:hr@idhc.life)

**Deadline to Apply:** Until filled

**Land Acknowledgement**

The Indigenous Diabetes Health Circle acknowledges that our work takes place on the traditional territories of many Indigenous Nations across Ontario. We honour and respect the lands, waters, and knowledge of First Nations, Inuit, and Métis Peoples and recognize their enduring relationship with these territories.

As an Indigenous organization, we are committed to supporting Indigenous self-determination in health and to strengthening the wellbeing of Indigenous communities through culturally grounded approaches.

**Equity, Diversity, and Inclusion Statement**

The IDHC is committed to creating a respectful, inclusive, and culturally safe workplace. We welcome and encourage applications from First Nations, Inuit, and Métis Peoples, as well as from individuals of all backgrounds who share our commitment to advancing Indigenous health and wellness.

Preference will be given to qualified Indigenous applicants in accordance with the organization's mandate and the provisions of the *Ontario Human Rights Code*.

We are also committed to providing accommodation throughout the recruitment and selection process in accordance with the *Accessibility for Ontarians with*

*Disabilities Act (AODA)*. Applicants who require accommodation are encouraged to notify us.