About Shad

At Shad Canada, our goal is to inspire youth from across Canada to solve problems and influence positive change in the world through STEAM (science, technology, engineering, arts, mathematics) and entrepreneurship. We believe that when young people are empowered to take risks and explore their potential, they go on to impact their communities in meaningful ways and inspire others to do the same.

Alumni of the program go on to create an impressive network of social innovators and industry leaders, putting the program's values into practice across a range of social and professional sectors in ways that facilitate lasting change.

About ShadAnywhere

ShadAnywhere is a transformational month-long STEAM and entrepreneurship program in July for Grade 10 and 11 students. The program is offered through a digital campus where students participate online from wherever they're spending their summer. ShadAnywhere affords students an amazing opportunity to prepare for post-secondary education, participate in university level lectures and labs, and hear from professional keynote speakers and knowledge keepers. The program runs from Monday, June 30 to Friday, July 25, 2025

About the Role

As a Campus Coordinator Tech and Community, you will be contracted to be part of the leadership team for one campus of the ShadAnywhere program, accountable to the Campus Lead. You will be responsible for supporting the safe and effective day-to-day operation of one campus, including supporting campus logistics in an online environment.

In this role, you will be responsible for overseeing the logistical implementation of an online program, including creating and hosting Zoom calls, ensuring the accuracy of the campus schedule, disseminating information through Google Calendar, Google Drive, and other Google tools, and updating daily documents. The role also involves setting up Topia (an online collaborative meeting space) with pre-made components.

You will use your technical and problem-solving skills to maintain a smooth-running program. You will be contracted to perform this multifaceted role with a focus on facilitating a safe, inclusive, and engaged community. You will support the Campus Lead and play a key role in daily program logistics.

Here's what you'll do:

- Provide logistical support for a digital program to deliver on Shad's intended impacts.
- Oversee implementation of program platforms, including Zoom, Google Suite, Topia, etc.
- Create and host online video calls and share join links with program participants, team members, and guests
- Support campus activities (e.g., monitor online spaces, host Zoom calls, ensure accuracy of campus schedule, update daily documents, oversee community projects).
- Provide technology support and troubleshooting throughout the program.
- Report and consult with the Campus Lead regarding any participant and/or parent/guardian concerns.
- Support the Campus Lead in implementing Shad's risk management policies, procedures, and best practices at the campus cohort level to ensure the safety and well-being of program participants.
- Be present in digital program activities, which may include lectures, workshops, and community-building activities, as needed.
- Attend/complete program-specific training to be held virtually ahead of the program.
- Post-program, submit a feedback report.

Time Commitment:

The Campus Coordinator must have the following availability:

May-June:

Available for

- Virtual training in June 2024, to be scheduled in the spring, including June 28-29, 2025
- Supporting pre-program preparation and administration

July:

- Campus operations and administration, in addition to the synchronous hours below, activities may include:
  - Logistical support
  - Campus resource management
  - Supporting the resolution of participant and/or parent/guardian concerns
  - Duties related to campus administration
- Participate in daily campus synchronous sessions Monday – Friday (9:30 – 18:00 ET). Daily sessions may include:
  - Campus sessions, including lectures, facilitator workshops, virtual field trips, and community-building
  - Small group design-entrepreneurship sessions
  - Team meetings and leadership meetings

- Alongside the Campus Lead, foster a collaborative and inclusive team culture that provides support and encouragement to all team members.
- Ensure participant accommodations and supports are implemented

You bring:

A mindset for safety, inclusion, and community – the well-being of Shad participants and Team Members is always our topmost priority during the program. You take the initiative to implement community-building and risk-management frameworks and have a keen eye for monitoring the emotional well-being of participants and the Shad community as a whole.

Excellent attention to detail – in collaboration with the campus leadership team, you will oversee campus logistics across several virtual platforms for one campus cohort of the ShadAnywhere program. Attention to detail will be key in creating an efficient and effective program to achieve Shad's intended impacts.

You also have:

- Strong organizational skills
- Experience working with youth
- Experience working or facilitating online through collaborative platforms (e.g., Zoom, Microsoft Teams, Google Suite, Topia etc.).
- Experience creating and hosting Zoom calls, creating breakout rooms, monitoring online chats, and maintaining digital calendars
- Understanding issues that can arise in an online environment and experience implementing risk management policies
- Strong problem-solving skills, especially in solving technical difficulties
- Diverse and well-rounded experiences and interests, which include community service, volunteer work, and extracurricular activities.
- Experience managing a social media channel
- Reached the age of 18 years old
- Are legally eligible to work in Canada
- Completed or are completing a post-secondary degree program. Recent graduates with industry and/or STEAM experience are also of interest

Please note successful candidates will be required to have a Police Vulnerable Sector Check completed prior to starting team member training.

How do I apply?

In order to apply to be a Campus Coordinator with ShadAnywhere, click here. Interested applicants **should apply by January 31, 2025.**

Shad Canada values the diverse and intersecting identities of its participants, team members and contractors. We believe that equity and diversity are integral to the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, antiracism, and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis, and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.