



Canada Summer Job: Education Outreach Program Coordinator

(Full Time for 16 Weeks)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

This is an exciting and fun opportunity for a French speaker to promote the Bachelor of Education French Specialization Practicum and French language and francophone culture in Calgary. The key impact of this role is to work alongside the Director of Practica to promote the B.Ed. French program to prospective students and their parents, as well as engaging our students and alumni in continued French language development.

Main responsibilities for this position will include:

- Coordinating French language and culture meetups in Calgary for French-speaking StMU students and alumni throughout the summer
- Maintaining our bilingual Instagram presence @stmufencheducators including scheduled posts for the next 12 months
- Maintaining the receipts and records of participating students and alumni
- Working alongside the Director of Practica to plan on-campus French events for Fall 2026.

The successful candidate will work 37.5 hours per week from May 8, 2026 to August 22, 2026 under the Canada Summer Jobs (CSJ) initiative, a Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to support all young Canadians to develop the skills and gain paid work experience to successfully transition in the labour market.

QUALIFICATIONS & ATTRIBUTES:

- Minimum of 2 years of study in a post-secondary program, preferably a student in the B.Ed. French language specialization program.
- Minimum of 2 years of related experience
- Police information check may be required
- Must be fluent in French and English
- Must have an interest and knowledge of social media, specifically Instagram
- Must have strong professional communication and organizational skills
- Must be able to collaborate with others

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.
- Upholding the Alberta Education Code of Conduct for Teachers and Teacher Leaders.
- Alignment with Alberta Education Teaching Quality Standards.

Candidate Criteria Based on Canada Summer Jobs Grant Requirements:

- Must be between 15 and 30 years of age (inclusive) at the start of employment.
- With the exception where an individual has a disability or a legitimate barrier to availability, the individual will work a minimum of 30 hours per week for a period of six to sixteen consecutive weeks, and the hours of work will not exceed 37.5 hours per week.
- Work duties and activities must be completed inside of Canada.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
- Must be employed as a contract employee in an employer – employee relationship with the University (i.e., cannot be used for self-employment).
- Must not be immediate family of the hiring manager, officer or director of the University without prior agreement by CSJ grant funder.

WHAT YOU CAN EXPECT:

The CSJ program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- provide quality work experiences for youth
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers
- provide opportunities for youth to develop and improve their skills

Wage: \$15.38/hour, plus 4% vacation pay

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Education Outreach Program Coordinator" by May 1, 2026. Note: interviews will be ongoing, and the position may be filled prior to the closing date. All applicants must submit a cover letter with resume and contact information of three most recent supervisors and/or written letters of recommendation.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***

