



Job Opportunity

About 21inc

21inc is a network of young people in their 20s and 30s from across New Brunswick and Atlantic Canada working to develop and inspire new and emerging leaders in business, government and the nonprofit sectors. A registered nonprofit organization, 21inc's programming provides participants with opportunities to develop their skills, networks and confidence. 21inc officially launched in November 2007 and is based out of Fredericton, New Brunswick. By partnering with leading private sector companies and all levels of government, we have reached more than seven hundred of people across all Atlantic Canadian provinces through programs such as the 21 Leaders for the 21st Century initiative, and the 21inc Ideas Festival.

The Opportunity

We are looking for an individual to become our Leadership Programs Coordinator, responsible for the 21 Leaders for the 21st Century initiative (called 21 Leaders program from here on). He or she will work closely with the Executive Director, Tim Coates, the 21inc Board of Directors, and alumni.

The 21 Leaders program is a unique program, with no similar leadership education opportunity in North America. The program selects 21 of the most promising emerging leaders from across New Brunswick to participate in this intense 10 month part-time program to develop their leadership abilities. The commitment for these 21 young people, aged 20 – 35, is from September – June. Leaders are selected by an inter-disciplinary panel of established leaders for vision, contributions, and potential impact on the region and its people. As part of the commitment the leaders undertake an experiential leadership education project, working with mentors and a peer support network.

In 2008 the 21 Leaders met over three Working Conferences in Fredericton, Caraquet, St. Andrews, and for a one week tour of the province.

Specific Responsibilities

- Work closely with the Executive Director, designing and organizing the 2009 21 Leaders program, including Working Conferences and the provincial tour
- Manage the multiple initiatives that are part of the 21 Leaders program
- Work with Executive Director on mentorship programs, which are part of 21 Leaders program
- Establish familiarity with partners and stakeholders to help deliver program
- Stay engaged with media and academic community on issues of leadership, experiential education, and provincial affairs
- Prepare any necessary materials for partners, working conferences, and participants.

Candidate Requirements

- A strong personal commitment to the mission of 21inc and the organization's programs
- Demonstrated ability to conceptualize and execute projects
- Curiosity, tenacity, optimism, and a willingness to work through the unexpected
- Strong interpersonal effectiveness, including experience and comfort relating to senior leaders and decision-makers
- Written and spoken ability in French and English is required
- Excellent verbal and written communication abilities
- History of working collaboratively with others to complete creative or original projects, including the ability to plan and coordinate across a number of areas



How to Apply

This is an exciting opportunity to be part of building a new organization making a significant contribution to the future of New Brunswick and Atlantic Canada.

21inc is committed to the principle of equality in employment and encourages applications from all qualified people from any background.

Compensation will be commensurate with experience and will recognize the importance of the position to the organization. The job is based in Fredericton, travel and flexible hours will be required.

Applications should include a resume and cover letter. References will be requested for candidates asked to an interview. We are accepting applications anytime and will begin interviews as soon as they can be arranged. We are committed to finding the right person and have flexibility with timing. All applicants will be acknowledged, and all inquiries regarding this position will be treated in strictest confidence.

For questions please contact Tim Coates, Executive Director of 21inc, by email at tim@21inc.ca.

Thanks you for your interest, we look forward to hearing from you.

21inc