

## WHO WE ARE

### OUR MISSION

We Connect, We Inspire,  
We Create – Step By Step

New Step 4 U gives people-in-need opportunities to find their voices through creative arts.

Our mission is to help, guide and connect people who are facing a difficult time in their lives through healing art workshops and projects.

We promote the mental health of Canadians through the arts by carrying out customized creative, interactive art programs, workshops and projects for the benefit of individuals who are facing difficult life situations.



## PROGRAM COORDINATOR

### Position Overview:

New Step 4 U (NS4U), is looking for a highly motivated, dynamic, creative, organized, and passionate student to help support the ARTbalance - Communities Emergency Response through Art Project (CERTA).

NS4U will seek to hire a student in the role of Program Coordinator - Recreational Activities. The candidate will work closely with the Executive Director at NS4U and assist with the execution of all the organization's programs as well as in the day-to-day operations. The candidate will be the first point of contact for NS4U members, partner organizations and the public. She/he will perform all office-related duties, e-filing, ordering supplies, responding to emails, responding to requests from staff, volunteers, members, participants, partner organizations, stakeholders and board members among others. The candidate will assist in promoting and marketing the organization's mandate through information and write-ups on our website, newsletter, social media platforms and local press as deemed appropriate. The candidate will be extensively involved in the planning and implementation of our giveback programs including Trail of Hope, ArtBalance and VR for Seniors. The candidate can also propose ideas for other programming initiatives that would be of value to our membership demographic to be considered. She/he will be primarily responsible for planning and organizing meetings such as virtual Board Meetings, virtual info sessions for our members, etc and will be actively involved in researching and creating appropriate presentation material as required by the audience.

If you are interested in this position, please email your resume and cover letter to [contact@newstep4u.com](mailto:contact@newstep4u.com).