

Position Title	Coach, Post Secondary Education (PSE)	Type	FT. 3-year contract
Department	Impact	Hiring Salary	\$70,000-\$80,000
Reports to	Senior Manager, PSE	Updated	September 2026

About the Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is the only national foundation exclusively dedicated to addressing urgent needs and improving outcomes of children and youth involved in the child welfare system. Guided by a bold five-year strategic plan and Impact Framework and working alongside roughly 100 child-and-youth serving organizations across the country, the Foundation is focused on driving meaningful, measurable change through outcomes-based partnerships, philanthropy, and systems-level influence.

Our work is grounded in four key areas of focus that are critical to long-term stability for children and youth in and from care: Education, Employment, Mental Health and Well-being, and Strong Families and Lifelong Connections. Across these areas, we fund and deliver high-impact programs and collaborate with communities, service agencies, and young people on solutions that address the persistent challenges faced by children and youth.

As we implement our new 2025-2030 strategic plan, Children's Aid Foundation of Canada is entering a pivotal implementation phase, realigning its efforts and structuring its team to maximize measurable outcomes and national reach. Joining the Foundation means being part of a passionate, future-focused team driven by impact and equity. It's an opportunity to be part of a national movement committed to creating a better future for those too often left behind. Together, we are building a future where the children and youth have the strength and resilience to create a lifetime of their own unstoppable successes.

To learn more about us, [please visit our website.](#)

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.

This posting is publicly available and open to all qualified applicants.

The Ideal Candidate:

Do you believe that empathy can move mountains and that mentorship can shape futures? You bring the heart of a mentor and the mindset of a strategist. You show up with intention, listen without judgment, and build trust. You thrive on connection and are driven by a deep belief in equity, inclusion, and the transformative power of education.

As a Coach, Post-Secondary Education, you're not just guiding students to access resources, you're helping them write the next chapter of their story. You understand that success often hinges on invisible moments: a well-timed conversation, a resource offered, or a timely check-in just at the right time.

If this sounds like you, **we'd love to hear from you.**

The Opportunity:

The Coach, Post Secondary Education plays a vital role in supporting first and second-year post-secondary students, particularly those from underrepresented or marginalized backgrounds. This role focuses on helping students navigate the transition into post-secondary education, build confidence, and access the academic, social, and emotional supports they need to succeed, with the goal of improving retention and ultimately supporting graduation.

Reporting to the Senior Manager, PSE, the Coach will build trusted relationships, foster a sense of belonging, and provide individualized support to help students overcome barriers and achieve their post-secondary goals. The Coach leads both individual coaching and the peer mentor program for students. This is a deeply rewarding opportunity for someone who is passionate about education, equity, mentorship, and making a lasting impact on the lives of young people.

Key Responsibilities:

Coaching & Advising:

- Provide one-on-one and group coaching and support to first- and second-year students
- Use a variety of advising strategies (e.g., proactive, strength-based, developmental) while maintaining a student-centered approach to student support
- Act as a positive role model and advocate for student success
- Help students set academic and personal goals and develop action plans
- Coach the peer mentor team of lived experts in their individual and group mentorship activities

Resource Navigation:

- Connect students with both academic and non-academic support services (e.g., financial aid, wellness resources, tutoring, clubs)
- Assist students in understanding post-secondary institutional policies and procedures
- Support navigation and referral to on and off-campus supports and services

Community Building:

- Coach peer mentors in their development and facilitation of group and individual activities
- Organize and facilitate workshops, events, and peer support groups
- Foster a sense of belonging and community among students

Monitoring & Reporting:

- Track student engagement and progress
- Provide regular program reports, updates and feedback
- Participate in program evaluation
- Process scholarship and funding requests

Collaboration:

- Work closely with faculty, advisors, case workers, and student services to ensure individualized case coordination, advocacy, educational planning, and direct support
- Participate in training and professional development sessions
- Perform other tasks as assigned

Essential Qualifications and Competencies:

- Post-secondary education in a relevant field such as Social Work, Career Counselling, Youth or Community Development, Student Advising/Student Services, or related discipline; or an equivalent combination of education and experience
- Relevant experience, typically 3+ years, helping others navigate key post-secondary support systems, including academic, financial, and mental health resources
- Knowledge of trauma-informed, anti-oppressive, or strengths-based approaches
- Demonstrated ability to build rapport and trust with diverse populations, especially those facing systemic barriers
- Strong interpersonal and communication skills, including active and attentive listening
- Empathetic, reliable, and culturally responsive with a respectful and inclusive approach
- Comfortable working both independently and collaboratively in cross-functional teams (e.g., with faculty, student services, community partners)
- Organized, adaptable, and able to manage multiple priorities in a dynamic environment
- Comfort with tracking student progress and reporting outcomes
- Deep commitment to youth voice, equity, and systems-change values aligned with the Foundation's mission
- Committed to upholding the Foundation's VOICE values: Vital Learning & Innovation, Open Communication, Inclusion & Diversity, Care & Compassion, and Empowering Accountability

Asset (non-essential)

- Lived experience with the child welfare system
- Knowledge of challenges faced by first-generation or marginalized students
- Familiarity with local post-secondary institutions and student services
- Experience working with youth or in peer support roles
- Experience working in child welfare, social services, or with indigenous led organizations
- Bilingual English and French

CHILDREN'S AID FOUNDATION AS AN EMPLOYER

Children's Aid Foundation of Canada acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississauga's of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

WHY WORK WITH US

Children's Aid Foundation of Canada is proud to be a **recipient of the 2025 Non-Profit Employer of Choice (NEOC) Award**, recognizing our commitment to a values-driven, inclusive, and supportive workplace.

At the Foundation, we prioritize your well-being and professional fulfillment by offering:

- A 35-hour workweek to support work-life balance
- A hybrid model, with a mixed blend of remote work and 2-3 days in office (Toronto)
- The opportunity to make a meaningful impact on child welfare
- A generous compensation package, including: 3 float days, comprehensive benefits (including medical, dental, life and disability coverage), an Employee Assistance Program, a Health Care Spending Account, an optional defined pension plan, and a competitive salary
- A welcoming, supportive, and collaborative work culture that embraces the Foundation's **VOICE** values



Vital Learning & Innovation, Open Communication, Inclusion & Diversity, Care & Compassion
Empowering Accountability

HOW TO APPLY

To express interest in this exciting opportunity, please submit your resume and a cover letter as one single document to careers@cafdn.org and include **“Coach, Post Secondary Education”** in the subject line of your email by **Friday, October 16, 2026**. Applications will be reviewed as they are submitted. Early submissions are encouraged.

We thank all candidates for their interest in the work of Children’s Aid Foundation of Canada. Only candidates selected for an interview will be contacted due to high applicant volumes. No telephone inquiries please.

WHAT TO EXPECT IN OUR INTERVIEW PROCESS

We value transparency and want to ensure you feel prepared and supported throughout our hiring process. Here is what you can expect:

Initial conversation: A 30-minute virtual conversation with one of our team members to discuss your interest in the role and Children’s Aid Foundation of Canada and how you can make an impact.

First interview: A 1-hour meeting (in-person or virtual) with the Hiring Manager and relevant team members. We will discuss your skills and how they align with the team's needs. We will also answer any questions you have about the role, our culture, and the impact we strive to make.

Second interview: A 1-hour in-person meeting with the Hiring Manager and different team members, depending on the role, it can be our CEO! This stage might involve a short pre-assigned presentation, a case study, or a discussion of role-specific scenarios. A brief behavioural assessment is completed in advance of this meeting.

USE OF ARTIFICIAL INTELLIGENCE AND TECHNOLOGY

The Foundation does **not** use artificial intelligence (AI) systems to screen, assess, select applications or inform hiring decisions. All applications are reviewed and evaluated by our human HR and hiring team, and no part of the hiring decision-making uses AI tools.

COMMITMENT TO EQUITABLE RECRUITMENT

The Foundation provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

The Foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment process as accessible as possible and provide accommodation as required for applicants with disabilities. If you require any accommodations at any stage of the recruitment process, please contact careers@cafdn.org

We look forward to getting to know you and sharing what makes the Foundation such a meaningful and inspiring place to work