



JOB POSTING

Project Coordinator – Youth Action Initiative
Contract, part-time, 17.5 hours per week \$18 per hr.
(March 2018 to November 30, 2018)

Primary Function

The Youth Action Initiative will work with young people and youth councils/groups in the Lawrence Heights, Neptune, and Lotherton Pathway neighbourhoods to respond to issues which youth have identified as being important. The Youth Action Initiative provides a voice for youth on community matters and issues while recognizing the work youth is already doing in their neighbourhoods. The Project Coordinator will resource youth activities and initiatives and help to them strategize and plan for the sustainability of these initiatives. The aim is to equip, empower, and engage young people to become a new group of decision-makers and leaders who are ready to respond to realities in their neighbourhoods and are prepared for a future that demands creativity, resilience, and vision.

The Project Coordinator – Youth Action Initiative, in collaboration with the Lawrence Heights Inter-Organization Network (LHION) and the Youth Development and Leadership Action Committee (YAC), will implement and manage all aspects of the initiative. The position will be responsible for reporting to the LHION and the YAC and is an employee of Unison Health and Community Services.

Accountability

The Project Coordinator, Youth Action Initiative is accountable to the Pathways to Education Director at Unison Health and Community Services.

Job-Specific Responsibilities:

- Develop and be responsible for overall project plans
- Manage project budget and provide administrative support for the project
- Implement the Youth Action Initiative workplan during the term of the project
- Build relationships with youth and youth councils/groups and other relevant parties in target communities
- Develop a community engagement plan in collaboration with youth councils/groups the LHION and YAC
- In collaboration with youth from the target communities identify opportunities for youth mentorship, skill development and capacity building
- Identify in-kind supports from LHION partners to support engagement needs
- Produce newsletters, events calendar, update Youth Action information to the LHION website and other media to promote and give regular updates on the project
- Organize training workshops and all logistics to support the delivery of the workshops

- Work with youth and community organisations to provide outreach for the project
- Liaise on regular basis with funder
- Track and monitor the project and prepare ongoing progress reports and data for the funder, the LHION and YAC; a final report will also be done at the completion of the project
- Develop and implement evaluation tools throughout the project.

Job-Specific Qualifications:

- Knowledge of the Lawrence Heights, Lotherton Pathways and Neptune communities and work experience in these communities
- Knowledge of adolescent development and issues facing young people in target communities
- Excellent communications and organization skills
- Experience working in an anti-oppression framework and working with diverse cultures and communities
- Experience in community development, the non-profit sector and working with the LHION
- Experience in report writing, producing newsletters and updating web pages
- Experience working with community collaborative partnerships
- Experience in leading and facilitating programs for youth populations
- Knowledge of implementing and developing training curriculum
- Minimum of two years of experience in project and/or project management
- Travel between target communities
- Ability to work flexible hours, including evenings and weekends, to accommodate the needs and objectives of the initiative.

Interested candidates are asked to email a résumé with covering letter by **March 1, 2018 at 9:00 a.m.** to:

Hiring Committee – Project Coordinator, Youth Action Initiative
Unison Health and Community Services
hirings@unisonhcs.org

Please cite UN_2018_004 in the subject line of the email

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.