



YOUTH ENGAGEMENT PROJECTS COORDINATOR Job Posting

Position Type: 1 year contract, 4 days a week
with the potential for 5 days a week depending on funding

Application Deadline: January 4th, 2011 Location: Victoria, BC

Position Overview

BC Healthy Communities (BCHC) is a province-wide organization with national and international ties that is committed to the ongoing development of healthy, thriving and resilient communities. We recognize that communities deal with complex issues that are influenced by multiple and interconnected determinants of health. With a focus on capacity building, BCHC supports communities to identify and develop the processes, assets and skills they need to explore and act on the root causes of the issues they face. Currently, BCHC supports communities in a variety of different sectors and areas. Some of the key sectors include: Youth Engagement and Capacity Building, Climate Change, Food Security, Community Engagement and Capacity Building and Chronic Disease Prevention. For more information about BC Healthy Communities and our approach to working with people and places check out www.bchealthycommunities.ca.

We are seeking a Youth Engagement Projects Coordinator to start immediately. This position is offered as a 1 years contract 4 days a week (28 hours a week) with the opportunity to move to 5 days a week depending on funding. Reporting to the Provincial Youth Engagement Facilitator, the Youth Engagement Projects Coordinator is responsible for the development, planning, execution and administration of BC Healthy Communities' youth engagement projects and initiatives. The successful candidate will be able to provide a significant contribution to the organizations' work in promoting meaningful youth engagement and developing youth centered approaches within municipalities, government, organizations, and service providers across the province and nationally. We are looking for a dedicated individual to help support and strengthen our growing organization.

Responsibilities

As the Youth Engagement Projects Coordinator you will be responsible for:

- Development, planning, implementation, administration and evaluation of projects
- Coordination of existing BCHC youth engagement projects including the City of Victoria Youth Council, the YouthCore program, the Youth Service Provider Network, the new Change 2 Engage national initiative and the emerging SPARK II initiative
- Maintain financial records and management of all projects as per budget outlines
- Liaise and build relationships with key stakeholders including funders, community organizations and government policy makers with professionalism and purpose
- Facilitation of youth and adult stakeholder groups as projects require
- Recruit and support volunteers in youth engagement projects
- Assist in the coordination of events, meetings, launches and media activities associated with the Youth Engagement division



- Travel throughout BC and potentially Canada for youth engagement workshops and learning / training opportunities
- Respond to internal and external communication requests, including contributions to quarterly agency newsletter and outreach efforts
- Monitor the internal and external environment to identify youth engagement opportunities, challenges and issues
- Provide youth engagement counsel to co-BCHC facilitators and sectors – including Climate Change, Community Engagement and Food Security
- Coordinate and facilitate meetings and workshops
- Perform other related duties as assigned by the Provincial Youth Engagement Facilitator

Qualifications

- Minimum 3 to 5 years combined education in related field and experience in youth engagement, project management and community facilitation skills
- Extremely professional and comfortable working in public settings, including outreach and solicitation for project involvement for youth and adults alike
- Experiencing working and facilitating cross-sectoral and intergenerational initiatives
- Experience working with experiential youth, multi-cultural and Indigenous youth and youth in case is desirable
- Familiarity and interest in working within the BC Healthy Communities approach and the worldwide Healthy Communities movement
- Experience with community asset mapping with youth and adult populations
- Understanding and awareness of the multiple determinants of health
- In-depth knowledge and hands on experience facilitating youth engagement processes and strategies and youth driven initiatives / projects / philosophies
- Strong written, verbal and interpersonal communication skills
- Facilitation skills especially with diverse youth population
- Experience developing curriculum an asset
- Strong project management skills
- Highly organized (ability to manage multiple projects) with excellent attention to detail
- Experience and skills in funding proposal development and report writing
- Excellent interpersonal and communication skills, ability to build relationships across sectors and demographics
- Ability to work independently, set priorities and meet deadlines
- Strong understanding of the local, regional, provincial and national social services environment, particular in relation to youth engagement
- Ability to work independently, set priorities and meet deadlines
- Project financial management skills
- Experience with evaluation frameworks and program development
- Strong computer skills (MS word, MAC and PC environments)
- Digital storytelling / multi-media experience an asset – for example: digital stories, photo voice
- Existing relationships with youth service providers in the Greater Victoria region is an asset



Learn more about what we currently do

For a snapshot of some of the work BCHC is doing around youth engagement you can check out:

- www.bchealthycommunities.ca
- www.youthcore.ca
- www.youthcoreprogram.ca
- www.cvyc.net
- www.hungryforfutures.ca
- Partnership: www.youthscape.ca

Other Details to Know About

This position is subject to a criminal record check.

This position requires a *flexible schedule, some evening and weekend work as required. In addition, you must be willing to travel locally, provincially and potentially nationally for this project, have a car and valid Class 5 Drivers License and up to date First Aid Certification.*

There is a three-month probationary period for this position.

Compensation: \$23.00/hr

Application Process

Please submit a cover letter and resume **by email** to Katie@bchealthycommunities.ca on or before **Tuesday, January 4th, 2011**. We thank all applicants for their interest. Only those selected for an interview will be contacted.

For more information on BCHC or this position please contact Katie Shaw-Raudoy, Provincial Youth Engagement Facilitator at Katie@bchealthycommunities.ca