



## **Job Posting**

Job Title: Youth Outreach and Engagement Coordinator

Summary: Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a creative, experienced and enthusiastic program Coordinator to lead the Youth Programs in providing a range of multicultural, inclusive programs for youth ages 12 - 24 years. This .8 fte position is comprised of direct service duties with some planning, leadership and supervision responsibilities. The position reports to the Director of Community Programs.

About you: You have a reputation for creative and thoughtful program development and evaluation, with an affinity for creative and arts-based community engagement work. Strong writing and communications skills compliment your social media savvy. You follow-through on your word and the details. You've demonstrated you can manage people and budgets of a small team effectively and accurately, while working within a larger, complex community and organizational context. You understand that working with young people means evenings and occasional weekends. Ideally you have a Class 4 driver's license or one of those bike rickshaw things. You're at least a little bit funny.

### Key Responsibilities:

- Collaborate with Kiwassa programs and community partners in developing and maintaining social development, recreational, leadership and educational group activities for youth.
- Strengthen the capacity of youth ages 12-24 to be meaningfully engaged in community planning, program design and decision-making that impacts their lives.
- Design and implement effective welcoming and inclusive youth outreach and relationship-building strategies.
- Coordinate planning, delivery and evaluation of a range of community-based programs with youth.
- Recruit, engage and empower members of Youth Advisory Council; recruit, train and supervise youth volunteers.
- Provide support, information, referral and advocacy that connects youth and/or their families to community resources, such as schools, recreation and cultural programs, counseling services, and community involvement opportunities
- Support youth in taking appropriate risks and promoting their wisdom and experience in innovative and creative ways.
- Maintain database, statistics and program information, meet obligations of funding contracts, and meet reporting requirements.
- Develop and write funding proposals, reports, and communications materials.
- Manage the Youth program budgets and meet terms and conditions of program contracts and grants.

### Skills, Experience and Qualifications:

- Bachelor's degree or equivalent in social work, child and youth worker or social
- Minimum of 3 years' experience relevant professional experience working with diverse, vulnerable youth from an asset-based approach

- Minimum 1 year in a position that required the ongoing supervision of staff or volunteers
- Available to work evenings and weekends
- Class 4 Drivers Licence is an asset, Class 5 required
- Second language an asset

Compensation:

- This is a 28 hour per week position offering that pays \$25/hour + excellent benefits package.

To be considered for this position, please email your resume and cover letter by **Monday September 30, 2019** to [careers@kiwassa.ca](mailto:careers@kiwassa.ca) , **RE: Youth Outreach and Engagement Coordinator**

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəy̓əm (Musqueam) Nations.

**[www.kiwassa.ca](http://www.kiwassa.ca)**