

**Youth Rising Above (YRA)** is an organization dedicated to inspiring, empowering and transforming the lives of at-risk youth within the community.

**YRA is looking to hire an Administrative Coordinator - Volunteer Position**

**Role Description:** Reporting to the Executive Director, the volunteer will be responsible for supporting Board of Directors, staff and volunteers in an administrative capacity. Incumbent will be part of the Youth Rising Above team and will have the opportunity to be directly involved in the development and delivery of projects & program planning, service delivery and event coordination.

The successful applicant must possess knowledge of the factors and circumstances that impact at-risk youth. They will also have strong communication skills and demonstrated experience in engaging various demographics, including but not limited to, at-risk youth, donors, community partners and the general public.

Anticipated Start Date: October 23, 2018

Hours Per Week: Estimated 3 to 5 hours - Location: Remote

**Responsibilities/Duties:**

- Maintains continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.
- Provide orientation packages electronically to any new hires/volunteers, and collect and maintain the upkeep of personnel records, i.e. confidentiality agreements, conflicts of interests, police checks, etc.
- Ensure any new hires or volunteers have submitted a valid vulnerable sector screening police check within 2 months of start date, and report any delinquent outcomes to the executive director.
- Note taking minutes during team conference calls, approx once per month;
- In person quarterly team meetings and encouraged to attend organizational events.
- Support the treasurer with any administrative matters required by the Canada revenue agency
- Maintain a database regarding program feedback from participants, i.e. compiling survey results per event/service run by Youth Rising Above
- Contribute to the strategic direction of the organizations wide decisions that are outside the scope of administrative matters, i.e. being an active voice in team conference calls regarding upcoming events/services offered by Youth Rising Above.
- Take on additional tasks as directed by Executive Director and/or Board.
- Demonstrate sensitivity toward inclusion and diversity, mental health and other challenges faced by at-risk youth and is able to reflect this appropriately through social media content;

## **Qualifications**

- Excellent written communication, organization and time-management skills;
- Strong attention to detail;
- Friendly, service-oriented attitude and ability to respond to and/or triage questions;
- Proficiency with spreadsheets, databases, and word processing;
- Ability to multitask and prioritize in a dynamic work environment;
- Strong attention to detail and ability to work as a team member;
- Solid written and oral communication skills and excellent phone manner;
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Organizational Astuteness, Managing Processes, Reporting Skills;
- Organizes and categorizes statistical data on programs and services delivered by Youth Rising Above, ie. Number of participants, donations received to fund the event, expenses incurred, any special outcomes, next steps and testimonials.
- Prospective candidates will be subject to providing a satisfactory vulnerable sector screening police check in order to maintain service with Youth Rising Above

YRA welcomes and encourages applications from persons of any gender identity, sexual orientation, persons with disabilities, members of visible minorities and Aboriginal candidates. Should any accommodations be required during the application process, candidates are encouraged to contact YRA.

More information about YRA can be found at <https://youthrisingabove.org/>

*Interested applicants can contact: Christian Dinelli - Program Coordinator at [christian.yra@gmail.com](mailto:christian.yra@gmail.com) . Candidates are encouraged to send their resume and cover letter by November 11, 2018 11:59pm. Please quote “Administrative Coordinator” in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*