

Program Admin Assistant, DiscoverU (Skill Development Program) Volunteer Position

Youth Rising Above (YRA) is an organization dedicated to inspiring, empowering and transforming the lives of the next generation...our youth!

Our Mission: Provide youth who are marginalized or living in poverty with the opportunity to live wholesome, successful and enriching lives through offering engaging and dynamic psycho-social programs and services, while encouraging young people to stimulate positive social change within their own communities.

Our Vision: A safe and inspiring place where youth who are marginalized or living in poverty can participate in engaging, innovative and dynamic developmental opportunities which will positively shape their lives, while empowering them to support in meaningful ways within their own communities.

Who We're Looking For: YRA wants to ensure our youth receive quality service from dedicated, passionate and intrinsically driven team members, which is why we're first and foremost seeking team members who will embody our values of **loving** youth unconditionally no matter their circumstance; **supporting** youth to achieve personal wellness; **encouraging** youth despite the challenges they encounter; safely **challenging** youth to build resiliency and overall growth; and **transforming** youth to become changemakers in their own communities. If you're looking to support an organization that puts its people first, thereby ensuring our youth receive the best possible care, and if you're driven to lift others up, consider joining our team!

Anticipated Start Date: August 2022

Hours: 5-15 hours per month (dependent on program delivery)

Location: Remote

Role Description: Reporting to the Program Facilitator, the DiscoverU Admin Assistant will support all aspects of the promotion and delivery of Youth Rising Above's skill development program and DiscoverU. The Program Facilitator will support program promotion to various youth audiences and youth-serving agencies; assist in the screening process and intake process of applicants; support the flow of all program correspondence; support the facilitation of workshops; and support the administration of program evaluations which contribute to program growth and sustainability. As this program supports youth from vulnerable or marginalized community groups, the admin assistant may also be supporting participants to other care or wrap-around supports, or referring participants out to advanced services. The facilitator may also be helping to receive and screen concerns/conflicts that may arise with program participants around issues impacting social determinants of health.

Responsibilities/Duties

- Administrative support to promote the DiscoverU program through supporting the distribution of flyers, social media posts and community emails to ensure maximum program registration
- Support the screening of all applicants in a strength-based, trauma-informed and ethical way by conducting phone interviews and processing intake information
- Assist with the correspondence to candidates of intake decisions, and refer candidates to alternative services in a strength-based approach if not accepted into the program
- Support program correspondence, including responding to emails from youth, community agencies, and program staff; providing adequate information to all registered participants to ensure they are appropriately prepared for day one; troubleshoot or refer emails of a conflict/crisis/boundary nature to the Program Facilitator for additional support
- Supporting in providing link participants to wrap around supports or other YRA programs/services to ensure continuation of supports post program graduation
- Conduct support for program debriefs at the end of each cohort to determine strengths and opportunity areas to maintain continuous program success
- Conduct support for participant program evaluations quarterly and identify appropriate amendments for the Program Facilitator where applicable
- Support with social media presence and continued online engagement of the DiscoverU program by administering digital content for the Social Media Coordinator to publish and promote
- Attend monthly 2-hour staff meetings to discuss organizational matters
- Perform other duties as assigned by the Program Facilitator

Qualifications

- **Required - demonstrated or proven experience in administrative support and assistance**
- **Required – demonstrated or proven understanding of issues impacting youth poverty**
- Adherence to YRA organizational values including operating in a strength-based, anti-oppressive, inclusive and healing-centered manner
- Ability to manage competing deadlines, sensitive information and record management
- Excellent organization skills and an attention to detail
- Excellent abilities in written and visual communication through a youth centered lens
- A desire to further grow Youth Rising Above to be a program of choice across the country.

YRA welcomes and encourages applications from persons of any gender identity, sexual orientation, persons with disabilities, members of visible minorities and Indigenous 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 email the Executive Director at jonathanj@youthrisingabove.org with their resume and cover letter. Candidates are encouraged to send their application by XXX XX, 2022 by 11:59pm. Please quote “Discover U Admin Assistant” in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.