

**Program Admin Assistant, DiscoverU (Skill Development Program)
Volunteer Position (1yr term minimum)**

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

Our Mission: An inclusive and supportive space, including a knowledge exchange hub, where young people may access low-barrier opportunities through experiential learning focused on physical and mental health, education and leadership development, to help overcome barriers caused by poverty.

Our Vision: A country where every young person has opportunities to live enriching and fulfilling lives through accessing innovative and engaging programs and services that are relevant and meaningful, while being inspired to contribute to the well-being and vibrancy of their 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: January 2023

Hours: 3-15 hours per month (dependent on program delivery)

Location: Remote

Role Description: Reporting to the Program Coordinator, the DiscoverU Program Administrative Assistant will support all administrative aspects of the promotion and delivery of Youth Rising Above's skill development program, DiscoverU. The Program Administrative Assistant will support with program promotion to various youth audiences and youth-serving agencies; assist in the screening and intake process of applicants; support the flow of all weekly program correspondence; and support the administration of program evaluations which contribute to program growth and sustainability. This role will also manage all program databases with participant info.

Responsibilities/Duties

- Administrative support in promoting the DiscoverU program through 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 linking participants to wrap around supports or other YRA programs/services to ensure continuation of supports post program graduation
- Administrative 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
- Manage participant information per cohort in a program database
- Attend monthly 2-hour staff meetings to discuss organizational matters
- Perform other duties as assigned by the Program Facilitator or their designee

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 www.youthrisingabove.org/

Interested applicants can email the Program Facilitator, DiscoverU at christiand@youthrisingabove.org with their resume and cover letter. Candidates are encouraged to send their application by January 9, 2023 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.