

Employment Program Coordinator (Volunteer - minimum 1yr term)

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: 8-12 hours per month

Location: Remote

Role Description: Reporting to the Director, Programs & Services, this role will provide oversight to our soon to launch employment program. The role will lead all training and development and supervision of program facilitators or other relevant staff, review discussions on program evaluations in order to grow or further enhance the program, and ensure the program remains impactful and aligned with YRA's values. This role will also support with regular promotion of the program with community stakeholders and funders in an effort to support program sustainability.

Responsibilities/Duties

- Provider oversight to all aspects of the employment program, including training and development and regular supervision of all associated team members
- Ensure the employment program continues to operate in line with best practices within the youth development sector and is informed through proven principles of youth mentorship
- Provide leadership to any significant issues impacting youth wellbeing as identified during their time as a participant in the program
- Ensure appropriate community referrals are made for youth needs beyond YRA's scope
- Connect with the Executive Director with regards to any critical incidents impacting youth wellness or YRA's identity should they arise
- Support with establishing partnerships with program guest speakers
- Provide oversight of program expenses to ensure they remain in line with budgets
- Lead visionary aspects of the program to ensure it remains relevant and innovative
- Support program sustainability by leading the dissemination of regular promotional initiatives with YRA stakeholders and exploring new opportunities for program funding

- Review all post-program evaluations to ensure participant feedback is regularly considered and implemented
- Provide oversight on the screening and selection process of all program participants
- Lead all aspects of program curriculum development including creation, enhancement and delivery
- Other duties as assigned by the supervisor

Qualifications

- An ability to commit to a minimum 1-year term contract of 8-12 hours monthly at a flexible schedule
- Demonstrated experience of at least 1 year serving in a youth development/human services sector role
- Ability to attend monthly team meetings
- Demonstrated experience/ability in leading resource coordination or project management activities
- Strong communication skills, including written and verbal, with excellent command of professional writing practices
- Proven ability to handle multiple tasks with competing priorities, while working well under pressure to meet deadlines
- Demonstrated ability for record keeping in line with charitable sector practices and associated legislation
- Ability to work with minimal supervision
- The ability to think innovatively while creating solutions for unique challenges
- A desire to further grow Youth Rising Above to be a program of choice for young people, and their communities, across the country
- A commitment and alignment to YRA's mission and vision statement, principles and desire to prioritize the well-being and safety of young people
- An understanding and sensitivity of youth poverty, the charitable/non-profit sector and community development within an anti-oppressive, trauma-informed and healing-centered perspective

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 at info@youthrisingabove.org

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 applications by January 9, 2023 by 11:59 pm. Please quote "Employment Program Coordinator" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.