

**Youth Advisory Committee (YAC) Coordinator – 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 youth workers, 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:** 5-12 hours per month

**Location:** Remote

**Role Description:** Reporting to the Project Lead, the YAC Coordinator will be responsible for recruiting and supporting members of our Youth Advisory Committee (YAC). The YAC will consist of six youth ages 16-24 years old, which will collaborate on a monthly basis to inform YRA's programs and services to ensure they are operating through a youth informed lens. This position will be expected to create and disseminate promotional material aimed to recruit members of the committee on a yearly basis. This role will also be required to support the YAC members with a 3-hour monthly in-person or phone meeting, discussing specific projects or topics as related to the organization's mission. The YAC Coordinator will be expected to serve as a mentor to the committee, helping them navigate difficult discussions, project manage tasks, help ensure they are operating in an ethical and informed manner in line with best practices within the sector, and support their overall ongoing professional development. The YAC coordinator will also be expected to ensure the committee produces on deliverables by the end of their term, including organizing at least one event and one youth facing literature. The YAC Coordinator will also help ensure that all YRA programs and services are informed by the YAC. The YAC Coordinator will have a passion and understanding of youth development, serving marginalized or at-risk youth populations, and mentoring young people.

### **Responsibilities/Duties**

- Annually develop and disseminate promotional material to recruit six committee members to join the YAC for a 1-year term
- Develop application and interview forms to screen through all YAC applicants
- With the support of other YRA team members, lead the screening process for all YAC applications
- Serve as YRA's expert on YACs across the sector and for all YAC initiatives throughout the organization
- Communicate with external youth serving agencies regarding YRA YAC opportunities for young people
- With the support of other YRA team members, lead an orientation session and year-end recognition ceremony for YAC members
- Support with monthly 3-hour in-person or phone meetings with all YAC members
- Ensure all 6 YAC members and 1 past-member all have adequate roles within the YAC, i.e. chair, vice chair, past-member, secretary, etc.
- Prevent and resolve any disputes/conflicts that may occur amongst YAC members
- Provide support/reference letters at the end of YAC member's term
- Support with the replacement of any early YAC member departures
- Provide periodic updates to YRA team members and Board of Directors regarding efforts of the YAC
- Appropriately responds to all interactions, questions, messages, etc. from stakeholders regarding YRA's YAC
- Provide leadership to the YAC to ensure deliverables are met by year end, including the planning and execution of at least one program/service (i.e. fundraising event, youth event, etc.) and one youth-facing literature (i.e. job search tip sheet, zines, etc.) as collaboratively decided on by the YAC
- Act as a liaison between the YAC and YRA team members and Board of Directors
- Tracks the success of the YRA YAC through a SWOT analysis and capturing testimonials of members, and advises on improvement areas for subsequent terms
- Performs limited and low-level case management of YAC members, including recording attendance, personal goals, etc. Supports YAC members with transitioning to new opportunities once their term has concluded
- Captures the journey of the YAC for story telling through social media and for grant applications, i.e. photos of team meetings, events, etc.
- Works collaboratively with other team members to support overall YRA objectives through support of the YAC
- Monitors best practices of YACs in other youth serving agencies
- Perform any other duties as assigned by the supervisor.

### **Qualifications**

- Commitment to a minimum 1yr term
- Ability to attend one monthly 2-3 hour meeting

- A strong intrinsic desire to serve youth at-risk through a start-up non-profit organization capacity
- Minimum of two years proven experience working with youth or marginalized youth populations, preferably in a mentoring or facilitation role
- Extensive interest in issues affecting marginalized or homeless youth, or coachable and willingness and openness to learn
- Excellent organization skills and an attention to detail
- Proven ability to manage complex projects
- Excellent abilities in written and visual communication
- Excellent strategic and analytical thinking skills
- Proven ability to handle multiple tasks with competing priorities, while working well under pressure to meet deadlines; and,
- A desire to further grow Youth Rising Above to be a program of choice across the country.
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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 email [jonathanj@youthrisingabove.org](mailto:jonathanj@youthrisingabove.org) with their resume and cover letter. Candidates are encouraged to send their application by January 9, 2023 at 11:59pm. Please quote “YAC Coordinator” in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*