

A Queen's Narrative

Birth of an Artist Program

Youth Development Program Coordinator (Consultant)

About the Role

A Queen's Narrative is seeking a dynamic, community-oriented Youth Development Program Coordinator (Consultant) to support the Birth of an Artist Program. This is a seasonal, part-time, grant-funded consultant position focused on youth engagement, parent partnership, and program implementation.

The ideal candidate is passionate about youth development, creative expression, and community empowerment, and has experience coordinating programs that support young people's personal and artistic growth.

Position Details

- Type: Seasonal Consultant (Part-Time, Hourly)
- Program Season: Spring and Summer
- Funding: Grant-Funded
- Hours: Approximately 5–10 hours per week
- Compensation: \$23–\$26 per hour
- Schedule: Flexible, including some evenings or weekends as needed
- Reports To: Program Director
- Note: Candidates must provide their own computer and reliable internet access.

Key Responsibilities

Youth & Parent Engagement

- Conduct outreach to recruit youth participants and engage parents/guardians
- Build and maintain positive relationships with youth and families
- Serve as a primary point of contact for participant communication

Program Coordination & Implementation

- Plan, coordinate, and facilitate program meetings and workshops
- Support curriculum implementation in alignment with program goals
- Ensure sessions are well-organized, youth-centered, and culturally responsive
- Coordinate logistics including space, materials, attendance, and scheduling

Participant Tracking & Documentation

- Maintain accurate attendance records and participant data
- Track youth engagement, progress, and outcomes
- Collect consent forms and required program documentation

Reporting & Compliance

- Prepare program reports for leadership and grant requirements
- Support data collection for evaluation and impact measurement
- Ensure program activities align with grant deliverables and timelines
- Collaborate with AQN Program Director and executive board members on reporting

Collaboration & Team Support

- Work closely with program staff, artists, and facilitators
- Participate in planning meetings and provide regular program updates
- Support special events, showcases, and community presentations

Additional Duties

- Perform other duties as assigned related to youth development and program facilitation

Qualifications

- Experience working with youth in educational, artistic, or community-based settings
- Strong organizational and communication skills
- Ability to engage diverse youth and families
- Experience with program coordination and data tracking preferred
- Passion for arts-based youth development and community empowerment
- Access to a personal computer and reliable internet connection (required)

How to Apply

Interested candidates should submit a resume and brief statement of interest outlining their experience with youth development and/or arts programming to aqueensnarrative@gmail.com attention Samantha Hamilton.

A Queen's Narrative is an equal opportunity employer committed to diversity, equity, and inclusion.