



## Youth Coordinator

*(temporary, part-time position)*

**Job Title:** Youth Coordinator – University and College Programs (Women Speak Up)

**Location:** Hybrid, Toronto, ON (with on-campus and community-based activities)

**Position Type:** Contract, Part-time (20-25hrs/week)

**Compensation:** \$25/hr plus mandatory MERC contributions (CPP and EI)

**Reports To:** Chief Operating Officer

### Who We Are

At Women Speak Up, we make space for women to use and amplify their voices towards personal growth and community change. The mission of Women Speak Up is to give women the tools and practical opportunities to use their voices with confidence, sharing their extraordinary stories within a supportive environment. We are dedicated to developing women for maximum positive impact at home, at work, in business, and in the community. Four key program areas drive our work: storytelling, coaching, community connections, and purposeful living. Our core values are truth, courage, openness, and patience. We provide the forum, information, strategies, and network of support that will help women to live purposefully and take actions that are in alignment with their values or what matters most to them. We have the privilege to nurture a vibrant community of women in the City of Ottawa and a growing community of women also in the City of Toronto. To learn more visit: [www.womenspeakup.ca](http://www.womenspeakup.ca)

### Position Summary

The Youth Coordinator – University and College Programs supports the development and delivery of campus-based and virtual initiatives that engage women aged 18–25 through formal structures such as Women Speak Up’s Emerging Leaders Advisory Hub and Youth Arm, as well as through partnerships with universities, colleges, and community organizations. Working closely with the Stakeholder and Engagement Coordinator, who leads this body of work, the Youth Coordinator helps implement activities that build confidence, strengthen leadership skills, and create meaningful opportunities for women aged 18–25 to create and participate in supportive and inclusive spaces. The role contributes to outreach, workshops, events, partnership coordination, participant engagement, and program administration. It also supports the establishment and day-to-day functioning of the Emerging Leaders Advisory Hub and the development of the organization’s Youth Arm. In addition, the role helps turn the perspectives and advice of the advisory hub into practical program ideas,

engagement approaches, and implementation supports that encourage confidence-building, leadership participation, and pathways into leadership opportunities.

## Key Responsibilities

### *Program Delivery and Participant Support*

- Facilitate in-person and virtual workshops, peer learning sessions, and leadership activities for women aged 18–25 using trauma-informed and anti-oppressive approaches.
- Adapt program content and activities to reflect participant needs, campus realities, and emerging issues affecting young women.
- Create welcoming spaces that encourage confidence-building, self-expression, and meaningful participation.

### *Outreach and Event Coordination*

- Support relationship-building and coordination with universities, colleges, student unions, women's centres, campus groups, faculty, and community partners to expand program reach and strengthen engagement with women aged 18–25.
- Promote programs through campus outreach, student networks, classroom visits, events, and digital channels.
- Coordinate workshop and event coordination, including scheduling, materials, registration, room bookings, and day-of support.

### *Program Administration and Reporting*

- Track attendance, participant feedback, and program data to support monitoring, evaluation, and funder reporting.
- Maintain accurate records, program files, and participant documentation in an organized and confidential manner.
- Assist with preparing internal updates and funder reports by compiling relevant information and outcomes.

### *Communications and Strategic Support*

- Contribute to newsletters, social media content, promotional materials, and participant storytelling activities that support outreach goals.
- Provide coordination and liaison support for the Emerging Leaders Advisory Hub, helping with member engagement, communication, coordination, relationship management, and follow-through on shared priorities.
- Support the development of Women Speak Up's new Youth Arm by assisting with coordination, implementation, and follow-up for new initiatives and structures.
- Support the translation of perspectives and recommendations from the Emerging Leaders Advisory hub into practical program ideas, engagement approaches, and implementation supports that strengthen confidence, leadership participation, and pathways into leadership roles for women aged 18–25.

## Qualifications

### Education and Knowledge

- Bachelor's degree in social work, psychology, education, gender studies, community development, or a related field, or an equivalent combination of education and experience.
- Knowledge of trauma-informed, anti-oppressive, and intersectional approaches relevant to working with young women.
- Training in facilitation, youth engagement, peer support, or community-based programming is an asset.

### Experience and Skills

- 2-3 years' experience facilitating workshops, supporting youth or community programs, or coordinating outreach, events, or volunteer activities.
- Strong interpersonal, communication, and relationship-building skills, with the ability to work effectively with students, community partners, volunteers, and staff.
- Ability to manage multiple tasks, maintain accurate records, and use sound judgment when handling sensitive or confidential information.
- Comfort working independently in a small nonprofit environment while contributing to collaborative planning and continuous program improvement.

### Working Conditions:

- Work is hybrid; 10-15% travel, with a minimum of (1) day per week in person at the Women Speak Up's office in Toronto, and the remainder of time working in a home office environment.
- **Terms & Conditions:** Contract/part-time, (9 months)
- **Location:** Toronto. A stable internet connection is required for remote work where applicable.
- **Deadline to apply:** June 15, 2026, at 11:59pm. We are ideally looking to fill this role ASAP.
- **How to apply:** We invite you to submit your resume and a cover letter to: [wsu\\_adm@outlook.com](mailto:wsu_adm@outlook.com) using the subject line "Youth Coordinator"
- *Must be legally authorized to work in Canada.*

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

We are an equal opportunity employer and welcome applications from candidates of all backgrounds and experiences. If you require accommodation at any stage of the recruitment process, please let us know, and we will do our best to work with you to meet your needs.