



## **Job Posting: Youth Engagement Officer**

Organization: **GLOCAL Foundation of Canada**

Location: **Remote (Canada-wide)**

Contract Duration: **8–16 weeks**

Hours: **35 hours per week**

Compensation: **\$17.60/hour**

### **Role Overview**

This role supports youth-focused programs through engagement, coordination, and content development. It involves onboarding and guiding youth participants, facilitating activities, and tracking their progress in experiential learning tasks.

The position also contributes to designing accessible learning materials, coordinating sessions and communications, and supporting outreach to schools and community partners. Additionally, it assists with program evaluation by gathering feedback and analyzing participation data.

Working collaboratively with the team, this role helps ensure programs are inclusive, effective, and aligned with organizational goals while creating meaningful learning experiences for youth.

### **Key Responsibilities**

#### **1. Youth Engagement & Support**

- Assist with onboarding youth participants into GLOCAL's programs.
- Facilitate weekly youth engagement activities (check-ins, small-group sessions, Q&A).
- Provide guidance, encouragement, and troubleshooting support for youth completing experiential learning tasks.
- Track youth progress, participation, and volunteer hours.

#### **2. Experiential Learning & Program Design**

- Help design and refine youth-friendly experiential learning tasks, such as micro-volunteering modules, digital literacy activities, civic engagement challenges, and research tasks.
- Prepare clear instructions, templates, and toolkits to make tasks accessible to diverse youth (newcomers, rural youth, Indigenous youth, etc.).
- Develop content for task guides, orientation materials, and learning resources.

#### **3. Program Coordination & Administration**

- Assist with scheduling youth sessions, workshops, and events.
- Maintain organized records, attendance, and communication logs.

- Help manage the flow of youth questions, requests, and support needs through email, Slack/Discord, and GLOCAL's online platforms.

#### **4. Community Outreach and Partnerships**

- Support outreach to schools, youth-serving organizations, and community partners.
- Prepare short outreach messages, social posts, or informational materials to recruit youth and partners.
- Help coordinate partner-led community service or learning opportunities.

#### **5. Monitoring, Evaluation, and Reporting**

- Collect youth feedback, reflections, and learning outcomes.
- Assist in analyzing participation data to improve program quality.
- Prepare short summaries or case notes on emerging needs, challenges, and success stories.

#### **6. Team Collaboration & Meetings**

- Participate in weekly team meetings with outreach, research, and engagement staff.
- Collaborate across teams to ensure youth tasks align with program goals.
- Contribute ideas for improving accessibility, youth experience, and community relevance.

### **Ideal Candidate**

- Passionate about youth engagement, community development, and inclusive learning
- Strong communication and interpersonal skills, with the ability to connect with diverse youth (including newcomers, Indigenous, and rural communities)
- Organized and detail-oriented, with the ability to manage multiple tasks and maintain accurate records
- Comfortable facilitating group discussions, check-ins, and youth activities in virtual or in-person settings
- Creative and adaptable, with an interest in designing engaging, youth-friendly learning content
- Proactive problem-solver who can provide guidance and support to participants
- Collaborative team player with a willingness to contribute ideas and feedback
- Comfortable using digital tools for communication and coordination

### **Qualifications**

- Interest or background in education, social services, youth work, community development, or a related field
- Experience working or volunteering with youth is an asset
- Experience with program coordination, outreach, or content development is an asset
- Strong organizational and time management skills
- Ability to work independently and as part of a team

## **Eligibility**

Applicants must be Canadian citizens, permanent residents, or refugees aged 15-30.

## **Why This Role Matters**

This role matters because it helps create accessible, supportive opportunities for youth to build skills, gain real-world experience, and stay engaged in their communities. By guiding participants, improving program design, and strengthening outreach, the role directly contributes to more inclusive and impactful learning experiences that empower young people to grow, participate, and succeed.

## **How to Apply**

Please email your resume and cover letter to [admin@globalfoundation.ca](mailto:admin@globalfoundation.ca) with the subject line **“Youth Engagement Officer Application 2026.”**