

RPSN

Regent Park
Safety Network



Toronto Kiwanis



WE ARE HIRING

BACKGROUND:

Youth Empower Youth is a youth-led research project in the community of Regent Park focused on breaking down barriers to programming for youth and identifying resources in the community of Regent Park. This is a collaborative project which works with many community agencies and grassroots to enhance youth programs. This project comes from the Regent Park Safety Network under the Regent Park Safety Action Plan.

JOB CALL:

We are looking for an experienced program coordinator who has knowledge of the Regent Park area to manage the Youth Empower Youth project. The coordinator will be responsible for convening the steering committee, supporting youth to lead the project, partnership development, project planning and other YEY-related responsibilities.

POSITION:

**FULL-TIME CONTRACT (9 MONTHS)
PROJECT COORDINATOR - YOUTH
EMPOWER YOUTH**

**SEND YOUR RESUME &
COVER LETTER TO
RPYOUTHEMPOWERYOUTH
@GMAIL.COM**



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Responsibilities & Duties (Full Time - 9 Months Contract)

- Support the implementation of strategies and work plan of the Youth Empower Youth project focused on reducing barriers that youth face when accessing programming
- Implementation and evaluation of the Youth Empower Youth project
- Outreach and Communication including managing online presence through social media
- Partnership development and ensuring existing partnerships are maintained
- Lead the Crisis Care Fund team and reviews,
- Participate in SDP planning committee and Safety Network Meetings
- Lead the YYY Steering Committee meetings and engage steering committee members
- Grant writing and note-taking are required
- Report back to funders and create a final report to be shared within the community of RP
- Work with Youth staff on a weekly basis including planning work, activities and supporting new programming

Qualifications:

- 1-3 years of community work experience in youth development
- Experience working with youth in the community and building youth capacity to lead
- Support youth in leading the YYY project
- Knowledge/experience of the Regent Park community and the ongoing community transformation
- Strong project management skills
- Strong facilitation and communication skills
- Knowledge, experience and/or academic background working in a community-based setting; experience in Toronto Community Housing communities
- Experience in community engagement and development
- Proven experience developing and delivering presentations to various audiences
- A broad range of community outreach experience
- Experience in organizing, promoting and facilitating special events
- Experience working with culturally diverse individuals
- Demonstrated experience using MS Office Applications (PowerPoint, excel, publisher, word)
- Proven ability to foster positive working relationships with a broad range of stakeholders including residents, community agencies, and city departments
- Ability to work as participating member within an integrated team
- Able to work independently with minimum supervision and set work priorities
- Ability to work flexible and varied hours (some evenings and weekends are required) throughout the year

Salary:

- The Salary range is between 50 - 55k based on experience of candidate