



Opportunity  
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Everything

## Toronto Kiwanis

### Youth Empower Youth (Yey) Project Coordinator

<b>Position Type:</b>	Part-Time	<b>Vacancies:</b>	1
<b>Date Ad Posted:</b>	May 1 <sup>st</sup> , 2023	<b>Period of Employment:</b>	Contract, 1 year
<b>Application Deadline:</b>	May 22, 2023	<b>Wage:</b>	\$30.00/hour 20 hours weekly
<b>Job Region:</b>	ON - Metro Toronto Area	<b>Email to Apply:</b>	employment@bgctk.org

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 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. The Regent Park Safety Network is one of four working groups in the Social Development Plan, also including: Community Building, Employment & Economic Development Table & Communication Table.

#### Position Overview

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 youth focused responsibilities.

#### Responsibilities:

- 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 partnership relationships are maintained,
- Lead the Crisis Care Fund team and review of applications,
- Participate in the Social Development Plan and Safety Network Meetings,
- Lead the Yey steering committee meetings and engage steering committee members,
- Organization of documents, note-taking and admin duties including grant writing,
- Report back to funders and create a final report to be shared within the community of Regent Park,
- Support youth staff weekly including planning, activities, and developing new programming,
- Submit proposals, manage budget and report writing during duration and completion of project.

#### Qualifications:

- 1-3 years of community work experience in youth development
- Experience working with youth in the community and building youth capacity to lead 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

101 Spruce Street  
Toronto, ON M5A 2J3

[www.bgctk.org](http://www.bgctk.org)

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- 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 and set priorities as required
- Ability to work flexible and varied hours (some evenings and weekends are required)

### **EQUITY.DIVERSITY.INCLUSION.ANTI-RACISM**

BGC Toronto Kiwanis encourages applications from all interested parties regardless of race, religion, ability or sexual orientation. We thank all applicants for applying, however, only those selected for an interview will be contacted.

Successful candidates must undergo a Criminal Reference Check.

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