Indigenous Youth Employment Coordinator

The Indigenous Youth Employment Coordinator collaborates with a high energy, creative and client-focused team to deliver exceptional youth employment services in Northeast Vancouver. Working out of Drive Youth Employment Services, a satellite program of Frog Hollow Neighbourhood House (http://www.froghollow.bc.ca/), this exciting new position is responsible for the ongoing development and overall supervision of the Indigenous Youth Employment Project. The Indigenous Youth Employment Project supports Indigenous youth between the ages of 18-24 to overcome barriers and acquire skills and training to achieve sustainable employment with the Vancouver Parks Board.

Position: Indigenous Youth Employment Coordinator

Term of Employment: April 1, 2019 - March 19, 2021

Hours: 35 hours/week

Wage: 23.94-25.31/per hour depending on experience plus excellent benefit package

Closing Date: March 21, 2019

Responsibilities:

♦ Coordinate and oversee daily operations of the Indigenous Youth Employment Project
♦ Provide strengths-based support to youth in the program, both 1:1 and group based
♦ Design and deliver employment based curriculum for up to 7 youth at a time in each 16 week cycle, for a total of 6 cohorts during the project term
♦ Meet project timelines and deliverables, including youth targets and timely report submission
♦ Coordinate youth recruitment, and placement evaluations
♦ Build and maintain relationships with project and employer partners
♦ Manage project budget and day to day financial operations
♦ Design and execute a marketing strategy for the program, targeting local community agencies and organizations working with Indigenous youth with barriers to employment
♦ Collaborate with Vancouver Parks Board staff to supervise youth practicum placements
♦ Participate in departmental and all-staff meetings, team meetings and case conferencing
♦ Other duties as required by supervisor

Qualifications:

♦ Degree in related field or suitable combination of education and experience (minimum 2 years)
♦ Extensive knowledge of barriers facing Indigenous youth between the ages of 18-24 in terms of employability
♦ Passion for working with Indigenous youth in a strengths-based framework
A strong understanding of Indigenous culture, reconciliation processes and Indigenous community partners in East Vancouver

Experience in facilitating employment programs with expertise in pre-employment counselling/coaching, job search assistance, identifying skills and strengths for career options, creating resumes and interview skills

Proven ability to liaise and build relationships with service providers and community members

Ability to work independently and as part of a team

Excellent organizational, leadership, supervision and communication (written and verbal) skills

Basic computer skills and ability to conduct online research

Please email resume and cover letter as one PDF document to Arita Atwal, Acting Director of Youth Services

Email: arita@frog hollow.bc.ca

Applications will be accepted on a rolling basis until position filled.

Closing date: March 21, 2019 @ 5:00 p.m.

Only short listed applicants will be contacted.