Indigenous Youth Employment Program (IYEP) Coordinator

The Indigenous Youth Employment Coordinator will work with a high energy, creative and collaborative team to plan, implement, and evaluate IYEP. The Indigenous Youth Employment Program supports Indigenous youth between the ages of 18-29 to overcome barriers and acquire skills and training to achieve sustainable employment. The position works out of Drive Youth Employment Services, Frog Hollow Neighbourhood Houses’ youth satellite.

Position: Indigenous Youth Employment Coordinator
Term of Employment: ASAP - March 31, 2021 (with possibility of extension)
Hours: 28 hours/week, 4 days
Starting Wage: 23.94-25.31/per hour depending on experience plus excellent benefit package

Responsibilities:
- Coordinate and oversee daily operations of the Indigenous Youth Employment Project
- Provide support to youth in the program, both 1-1 and group based
- Oversee project timelines, deliverables, youth recruitment, curriculum, placements evaluations, and collaborations with project and employer partners
- Promote, market, educate and solicit the community and service agencies to recruit indigenous youth with multiple barriers to employment program
- Supervise practicum placements of youth
- Manage project budget and day to day financial operations
- Complete funder reporting requirements
- Other duties as required

Qualifications:
- Degree in related field or suitable combination of education and experience (minimum 2 years)
- Extensive knowledge of barriers Indigenous youth between the ages of 18-29 face in terms of employability and passion for working with youth
- A strong understanding of Indigenous culture, reconciliation processes and Indigenous community partners in Vancouver East
- Experience in facilitating employment programs with expertise pre-employment counseling/coaching, job search assistance, identifying skills and strengths for career options, creating resume and job search workshops 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
- Strong administrative skills including experience with databases, reporting, and financial management

Creating Our Community Together
Please quote “IYEP Coordinator” in the email subject and apply to Shawna Mikkelsen, Director of Youth Services & Communications at resumes@frog hollow.bc.ca. Applications will be accepted on a rolling basis until the position is filled. Only short-listed candidates will be contacted.