



Mission: *Empowering youth to find and build their communities.*  
Vision: *All youth participate in shaping a vibrant community.*

**Position: Youth and Community Engagement Coordinator**

Youth Central is a dynamic, creative and energetic non-profit organization, with the mission to “empower youth to find and build their communities.” Youth Central provides volunteer and leadership programming opportunities, primarily to youth ages 12-18 in Calgary. More information can be found at [www.youthcentral.com](http://www.youthcentral.com).

This new position will be responsible for developing connections with agencies that work with youth with complex needs, and developing meaningful and empowering Youth Central programming opportunities for these youth.

This is a full-time position reporting to the Program Director.

**Major Functions and Accountabilities:**

- Broadly engage with community groups and agencies that support youth with complex needs
- Develop new and maintain relationships with community agencies and develop new partnerships to drive the initiative forward
- Be the primary contact, in collaboration with the Program Director, for all Youth Central connections regarding disadvantaged youth
- Address organisational and programming barriers to the involvement of youth with complex needs and develop potential solutions to engagement
- Support youth with complex needs in accessing and engaging with Youth Central program opportunities
- Develop volunteer and leadership opportunities for youth to ensure success, skill development and connection to the community
- Ensure the initiative is regularly reviewed, properly and frequently evaluated, and outcomes and success stories captured
- Review all collaborations and youth engagement opportunities for potential risks
- Ensure funder requirements are met
- Be an active community representative for Youth Central and a strong role model for youth
- Ensure volunteer hours are inputted into the Youth Central database in a timely manner
- Promote organization and Youth Central programs and events
- Ensure records are accurate and up to date
- Writing of reports and some funding applications
- Support to other programs when required
- Look for opportunities for partnership and growth for Youth Central
- Flexibility to help out with special projects as they arise

**MINIMUM POSITION REQUIREMENTS:**

- Post-secondary education, and/or 2 to 3 years of related experience
- Knowledge and ability to work with a variety of people, cultures and organizations, and build collaborative relationships

- Experience working with youth with complex needs
- Ability to empower, motivate and inspire youth
- Resourceful and effective in networking
- Excellent written and verbal communication skills, and ability to communicate with all stakeholder groups
- Strong time management and prioritization skills with close attention to detail.
- Self-starter within a fast-paced, highly collaborative environment
- Ability to work independently and in a team environment
- Personally motivated and dependable
- Must be able to work a flexible schedule, including some work on evenings and weekends
- Comfortable with both online and in-person communication and engagement
- Enthusiastic and positive attitude!

**Deadline for submission:** June 19, 2022

**Start date:** August 2022

We offer competitive pay, great health benefits, vacation time, and flexible work arrangements. We offer a supportive and inclusive workplace and empower our employees by respecting, embracing and valuing their unique perspectives, experiences and backgrounds.

The successful candidate must clear a Police Check including a Vulnerable Sector Check, and a Child Intervention Record Check.

Evolving COVID-19 protocols may require working from home full-time from time to time. Youth Central is following all safety protocols and taking preventive measures against Covid-19.

If you are looking for a rewarding position in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to the attention of Lisa Kindree by email: [lisa@youthcentral.com](mailto:lisa@youthcentral.com)

Youth Central Society is an equal opportunity employer. We thank all candidates for their interest. Only those applicants granted an interview will be contacted. Should you need accommodation during the interview process, please inform the contact prior to the interview to let them know what you require.

We regret that we are unable to accept telephone inquiries. Thank you for your interest.