



## Job Posting

**Position:** City of Victoria Youth Council Coordinator

**Hours:** 10-15 hours per week

**Rate:** \$18 - \$20 per hour (commensurate with experience)

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### **Position Overview**

The City of Victoria Youth Council (CVYC) is a youth-driven, grassroots project that offers opportunities for civic engagement to youth 14-24 years old who live, work, hang out or go to school in the City of Victoria. In the past few years, the CVYC has hosted the Youth Life Hacks event, a Mental Health Forum, an Employability Skills Fair and more. We take on projects and activities that respond to youth issues and needs in our community. The CVYC is hosted by BC Healthy Communities Society (BCHC) in partnership with the City of Victoria. In this position you will be working with and receiving support from BCHC staff. For more information about the CVYC please visit [www.cvyc.ca](http://www.cvyc.ca).

### **Responsibilities**

As the City of Victoria Youth Council (CVYC) Coordinator, you will provide a range of supports such as strategic planning, event and project coordination and administrative support, as needed. You will act as an ally and support to the members of the CVYC by:

- Overseeing the recruitment, intake and orientation of new CVYC members in late summer/fall, including planning a retreat to welcome new members.
- Providing strategic direction and advice to current CVYC members, including helping to evaluate projects and opportunities presented to the CVYC.
- Coordinating training and learning opportunities for CVYC members, and identifying external opportunities for CVYC members (e.g. conferences, learning sessions).
- Organizing executive member meetings and attend, help to schedule, facilitate, and minute other CVYC meetings and presentations as needed.
- Facilitating communications between and amongst CVYC members, BCHC and the City of Victoria and responding to general enquiries.
- Assisting with the development, planning, implementation, administration and evaluation of CVYC projects and events.
- Working closely with BCHC's Special Projects Coordinator to oversee and manage the CVYC project budget and other administrative details.
- Completing the City of Victoria annual grant requirements such as preparing the annual presentation to City Council and writing the annual report. Pursuing other grant opportunities and reporting as available and needed.
- Liaising and building relationships with key stakeholders including; City Council (liaison), funders, Youth Service Providers Network, youth and community organizations and local government staff to raise the profile of the CVYC and youth engagement in the Capital Region. Acting as an ambassador and public representative of the CVYC in the community.

*BCHC is a committed equal opportunity employer.*

*We strongly encourage people of colour, differently abled folks, Indigenous folks, LGBTQ and people from all socio-economic and ethnic backgrounds to apply.*

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- Responsible for outreach and communications activities such as regular updates on the CVYC and partner websites, posts on Facebook and Twitter and other written communications such as articles and media releases.
- Providing regular CVYC updates to BCHC and participating in BCHC activities such as monthly team check-ins and learning calls and writing CVYC updates and articles for the BCHC Newsletter.

### **Qualifications**

- Comfortable working from a youth engagement and empowerment perspective
- Ability to work independently, manage multiple priorities and meet deadlines
- Passionate about youth and civic engagement
- Extremely professional and comfortable working in public settings, including outreach for project involvement with youth and adults alike
- Experience working with diverse youth
- Knowledge and experience facilitating youth engagement processes and strategies and youth driven initiatives / projects / philosophies
- Strong facilitation skills and conflict resolution skills
- Strong project management and writing skills
- Excellent interpersonal and communication skills, ability to build relationships across sectors and demographics
- Experience working with local government and existing relationships with youth service providers in the Greater Victoria region is an asset

### **Other Details to Know About**

This position is subject to a criminal record check.

This position requires a flexible schedule, including evening meetings and occasionally weekend work. You must be willing to work from a home office, travel locally, and be comfortable with a lot of project meetings in different locations in the Greater Victoria region.

There is a three-month probationary period for this position.

### **Application Process**

If you would like to join our team please email us your resume and a letter outlining why you are the best fit for this position. We thank all applicants for their interest. Only those selected for an interview will be contacted.

**Deadline for applications:** July 26, 2015 at midnight

**Send applications to the attention of Claudia de Haan:** [bchc@bchealthycommunities.ca](mailto:bchc@bchealthycommunities.ca)

**Please title the subject line of your email:** CVYC Application\_<insert your name>