



Job Posting

Youth Program Coordinator

Location: 176 Great George Street, Suite L-05, Atlantic Technology Centre, Charlottetown, PE

Part Time: 20 - 25 hours/ week

Pay Rate: \$20/hr

Application Deadline: January 7th, 2022

Are you looking to work for an organization committed to removing barriers and providing resources for the Black community in PEI? Got some experience under your belt, and looking for a role that lets you grow and do meaningful work? Take a look at this newly established role!

Your Career as a Youth Program Coordinator at the Black Cultural Society of PEI (BCSPEI):

The Black Cultural Society of Prince Edward Island (BCSPEI) is a not for profit organization located in Charlottetown PEI. Established in 2016 as a community group, we are now a non-profit with a growing mandate to preserve PEI's Black history and to create and advocate for resources that will help develop and strengthen the Island's Black community.

We have been hard at work building initiatives and programs that enhance the quality of life for Black Islanders and are looking for a **Youth Program Coordinator** to help us in our goal to create a more equitable and inclusive PEI.

Your primary responsibility in this role will be to coordinate and expand the delivery of youth centered programs. In this rewarding role, you will witness the magic that happens when a group of Black and Indigenous People of Colour come together and are given the opportunity to support one another and be supported.

How you will contribute:

Youth Centered Activity Planning and Execution:

The **Youth Program Coordinator** is responsible for planning, leading and implementing activities for youth. Programming will focus on leadership skills, self esteem, self-actualization, and creativity while being supported by you and other mentors in the community. Our mission is for youth to see power in their community and within themselves, to create a safe and welcoming community in one another and to create meaningful friendships. Our vision is for youth to be able to grow together and claim their collective power and find strength and resilience in community and their shared identities. The Youth Program Coordinator will also be responsible for the general safety, and the development and growth of participants they interact with day to day. Flexibility is required for the position based on programming needs.



Tasks and Responsibilities

- Provide a safe and caring environment that promotes positive youth development, relationships and mentoring opportunities for youth 7-19 years of age
- Facilitate programming and speak in front of groups of various sizes, while positively engaging the audience
- Develop and refine youth programming for BCSPEI
- Facilitate regular school visits to engage with BIPOC students, Diversity Champions and principals
- Leverage knowledge of available resources and support within the community and youth engagement strategies
- May be asked to take on additional tasks as required by the Executive Director

Qualifications & Attributes:

Successful candidates will be required to provide a current and satisfactory Criminal Record Check and Vulnerable Sector Check. Valid First Aid and CPR training is an asset (will be provided if successful candidate is not already certified). **Having these documents ready for the interview is recommended.**

- Passion for or interest in non-profit organizations and community groups in Prince Edward Island, and Black history and culture
- Knowledge, experience and/or education of program planning and development, coordination and implementation
- Experience with and passion for youth development
- Ability to work both independently with minimal supervision, and in a collaborative environment
- Adaptable and flexible, able to prioritize tasks and meet deadlines and solve problems creatively
- Great attention to detail. Ability to develop and implement effective work plans, prioritizing competing tasks while meeting deadlines
- Excellent written, verbal, and digital communication skills
- Proficiency with a range of computer programs, including Google suite, Canva, project management applications, databases and web-based applications
- Demonstrated discretion and sound judgement in the handling of confidential information
- Ability to creatively solve problems under pressure
- Bilingual candidates will be considered an asset

Education and Experience:

- A Bachelor's degree or diploma in a related discipline and/or equivalent work experience
- Experience in development/coordination/implementation of events
- Experience working with and/or delivering programming to youth



Application Details

Submit a pdf version of your resume to info@bcspei.ca and include **Youth Program Coordinator** in the subject line. With your pdf resume, please include a short summary of what **building community** means to you.

If you have any questions about the application template, criteria, process etc. please email: info@bcspei.ca with your questions.

Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to info@bcspei.ca

Application deadline: January 7th, 2022

Thank you for applying. All applicants will receive a response via email. Short-listed candidates will be contacted to arrange for an interview.

Eligibility

Candidates must be legally entitled to work in Canada at the time of application. This includes Canadian citizens, permanent residents, and anyone with a valid work permit.

Successful candidates will be required to provide a current and satisfactory Criminal Record Check, Vulnerable Sector Check, and proof of valid First Aid and CPR training.

Having these documents ready for the interview is recommended.

Please Note

Due to the mandate of the host organization, Black Cultural Society of PEI, strong preference will be given to candidates that self-identify as Black or of African descent (Africans and African-heritage people from Latin America, the Caribbean, the Americas, Europe, etc.).

BCSPEI is an equal opportunity employer. BCSPEI and its executives are committed to equal employment opportunity, affirmative action, and to encouraging a diverse and inclusive work environment. We are committed to recruiting, hiring, developing and promoting volunteers and employees without discrimination or harassment. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.

BCSPEI does not discriminate in any area of recruitment, employment, or volunteer work including compensation, benefits, hiring, and promotions and terminations. We believe and are committed to treating all volunteers and employees with respect and employment actions should be based on job-related factors. Employment actions must not be based on race, colour, religion, creed, gender (including pregnancy), sexual orientation, marital status, gender identity or expression, national origin or ancestry, genetics, age, disability status, protected veteran or service member status, citizenship status when otherwise legally able to work, or any other characteristic protected by law.