

Exciting Employment Opportunity for a –

EVENT AND PROJECT COORDINATOR

The **Federation of BC Youth in Care Networks (FBCYICN)** is a youth-driven, provincial, non-profit organization dedicated to improving the lives of young people in and from government care in BC, between the ages of 14 and 24. To learn more about this unique and dynamic organization go to www.fbcyicn.ca.

We are looking for someone interested in working with a collaborative team of people to help build our Fed Family and ensure youth in/from care have the supports and resources they need to live healthy and fulfilling lives. Together we can change the care experience!

Job Summary: The Event and Project Coordinator is responsible for leading the planning and execution of various events and special projects. One of the main events they are responsible for is planning our semi-annual, weekend-long Youth Retreats (Steering Committee Meetings) in partnership with a youth planning team. This involves training, mentoring, and supervising a team of youth to lead, plan, and execute a Youth Retreat. It also involves supporting community partners, including youth, to create opportunities such as workshops, consultations, recreational and cultural activities.

Key Areas of Responsibility:

- ✓ Develop, plan, and execute various events and projects in partnership with youth
- ✓ Anticipate, plan, negotiate and implement the logistical requirements and timelines associated with events management
- ✓ Manage and evaluate various projects and initiatives
- ✓ Arrange for event set-up and take-down
- ✓ Prepare all materials, supplies, and equipment requirements for the events
- ✓ Provide training, mentorship, and supervision to youth and adult volunteers
- ✓ Plan and facilitate activities to individuals, groups and during large events
- ✓ Engage in collaborative community partnerships to incorporate knowledge exchange, capacity building, and cultural safety into events and projects
- ✓ Develop, manage, and report on event and project related budgets
- ✓ Develop and manage fundraising and sponsorship for events and activities
- ✓ Provide direct 1 to 1 support to youth ages 14-24
- ✓ Complete all required administrative duties and operate within policies and procedures
- ✓ Support other organizational activities as required

Qualifications:

Must haves:

- A Criminal Record Check-VSC is required as part of any offer of employment with FBCYICN;
- Valid BC Driver's License, clean drivers abstract, and ability/flexibility to travel within & outside of BC;
- Standard Level First Aid and CPR;
- An understanding of and commitment to the values and mission of FBCYICN;
- Minimum of 4 years education and/or experience in events management, project management, community development, or equivalent field;
- A proven passion for improving the lives of young people in and from care and a principled belief in the importance of meaningful youth engagement;
- A strong understanding of the needs and issues facing young people in and from government care in BC;
- An excellent understanding of Indigenous cultures, traditions, and history;
- A strong understanding of personal/professional boundaries.

Abilities:

- Strong interpersonal skills, specifically, the ability to identify strengths and support/coach others with their development;
- Proven ability to work through and honor difference while maintaining effective working relationships with all parties;
- Knowledge of and demonstrated experience with skills associated with effective project management leading to the successful delivery of events and projects;
- Strong ability to manage multiple and competing demands, shifting priorities, ambiguity, and rapid change;
- Proven ability to work independently, take-on responsibility, display initiative and independent decision making, multi-task, problem-solve and deal effectively with non-routine matters;
- Self-motivated, self-directed and assertive; ability to work under minimal supervision;
- Strong ability to innovate, develop, and grow programs and services;
- Organized, efficient, and detail oriented;
- Excellent written/oral communication skills, including facilitation & presentation skills;
- Strong computer skills i.e. Microsoft Office and working knowledge of various Social Media and web based platforms.
- Able to lift 15-20 pounds.

Terms of Employment:

Type of Position: This is a full-time (*37.5 hours per week*) position
Employment Term: April 1, 2019 to March 31, 2020 depending on funding and job performance
Days of Work: Monday to Friday (*some evenings and weekends required*)
Compensation:

1. Living Wage
2. RRSP contribution of 6% of salary paid by employer
3. Three weeks paid vacation, statutory holidays and birthday off
4. 100% employer-paid health benefits (with the exception of long-term disability)

Reports To: Executive Director

Application Requirements:

Please forward a current resume and cover letter in PDF format to info@fbcyicn.ca with email subject "Event and Project Coordinator Job Posting".

We thank all applicants in advance for their interest, but only those selected for an interview will be contacted.

Preference will be given to applicants with lived care experience and/or are of Indigenous ancestry.

Position will remain open until filled.