

## YOUTH INTERN JOB DESCRIPTION

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, visit [www.fbcyicn.ca](http://www.fbcyicn.ca).

**Job Summary:** Youth Interns play a vital role in all aspects of our work. You will be part of a dynamic and fun staff team who will work collaboratively with you to achieve project goals. This position is done remotely, and your main project will be supporting the update and relaunch of the Fed's Membership Program. You may also be asked to support ongoing programs, or special events/activities that occur during your employment.

### QUALIFICATIONS

Must haves:

- Criminal Records Review is required as part of any offer of employment with FBCYICN.
- The ability to set up a remote workspace that has a level of privacy
- Understand and commit to the values and mission of FBCYICN.
- 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 culture, traditions, and history.
- An understanding of personal and professional boundaries.

### EQUIPMENT

- You will be provided with a Fed laptop for the duration of your internship
- Desk and proper seating in chosen workspace

### TELECOMMUTING

- Telecommuting also called telework, teleworking, working from home, mobile work, remote work, and flexible workplace is the concept of working from home on a full-time, part-time, or temporary basis.
- Employees that telecommute will be required to adhere to specific work procedures that ensure they are properly supported to do their work that is in keeping with FBCYICN policies and WorkSafe BC requirements.

## ABILITIES

- Strong interpersonal skills and the ability to connect in a genuine way with youth aged 14-24
- An understanding of the complexities of group dynamics and the capacity to view things through a trauma-informed lens
- Ability to work through and honor difference while maintaining a neutral position
- Innovative, flexible, and willing to grow and learn
- Strong computer skills i.e. Microsoft Office and working knowledge of various social media and web-based platforms.
- Ability to work independently and self-direct

## COMPETENCIES

**Customer Service** - connect in a genuine way with youth aged 14-24 as well as various community partners; maintain appropriate boundaries

**Digital Skills** – use digital systems, tools, apps, etc. to process digital information; videography and editing

**Teamwork** – work with others to coordinate tasks, share resources, plan, make decisions, etc.

**Communication** – exchange thoughts and info with others

**Leadership** – honesty; relationship building; delegation; demonstrate initiative; take responsibility

**Delivers Results** – keeps commitments; meets deadlines; sets relevant goals; overcomes obstacles; high level of output; accurate; achieves high quality outcomes; focused; efficient; follows policies and procedures; follows direction

**Respects Diversity** – maintains a broad perspective; respects all people; recognizes and embraces differences; creates common ground; aware of biases; open; non-judgmental; culturally appropriate

**Self-Awareness & Development** – practices self-care; demonstrates resilience; continuous learning & reflection; utilizes strengths; displays confidence; demonstrates passion for work; positive attitude; recognizes capacity.

**Professionalism** – shows up on time; dependable; communicates schedule changes; follows dress code; maintains organized workspace; respects shared spaces.

**Facilitation** – self-awareness; group awareness; group management; group process; encourage participation

**Program Planning and Design** – select clear and appropriate group process; prepare time and space to support group process; use diverse methods and tools

## TERMS OF EMPLOYMENT

**Type of Position:** This is a full-time (37.5 hours per week) position for 12 weeks

**Employment Term:** November 23, 2020 to February 19, 2021 with a two-week break in December

**Days of Work:** Monday to Friday (some evenings and weekends required)

**Rate of Pay:** \$15.25/hour

**Reports To:** Executive Director

Funding for these positions are through Service Canada. A survey will need to be done at the end of the internship.

## APPLICATION REQUIREMENTS

Please forward a current resume, along with a cover letter in PDF format to [info@fbcyicn.ca](mailto:info@fbcyicn.ca) with email subject "Youth Intern Job Posting"

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

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

Deadline to apply is **October 27, 2020 at 4:00pm** and the estimated start date is **November 23, 2020**