

POSITION: Youth Program Coordinator

Position Term: March 2021 – April 2022, full-time (opportunity may exist to extend the contract, dependent on funding sources and performance)

Location: Remote working opportunity: preferably located on Vancouver Island but open to other applicants located in BC

Annual Salary: \$50,000

Bring your talent, energy and experience to this unique opportunity. The [Fraser Basin Council \(FBC\)](#) is looking for a dynamic and enthusiastic individual who is able to think creatively and “outside-the-box” to join the [Youth Program](#) team. The ideal candidate will bring a solution-based approach and a passion for developing youth leadership and empowerment programs that build the capacity of young people (16-30 years old) to address climate change and build better communities in BC.

As part of the FBC Youth Program team, you will help advance FBC’s sustainability vision – *social well-being supported by a vibrant economy and sustained by a healthy environment* – in a manner consistent with the [FBC Charter for Sustainability](#) and the FBC Strategic Plan.

FBC is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. We recognize the importance of empowering vulnerable and marginalized communities, including Indigenous peoples, people of colour, women, LGBTQIA2S+ people and those with disabilities. As such, we encourage applications from all segments of society, including people with these identities or who are members of other marginalized communities.

Essential Job Functions and Duties

- Coordinate delivery of Youth Program projects through activities such as:
 - Assisting in coordination and implementation of the [Co-Creating a Sustainable BC](#) and other youth initiatives
 - Planning and delivering various youth-related online and in-person events that are engaging and fun
 - Developing playful, creative and immersive activities and materials for youth workshops
 - Facilitating dynamic and engaging youth dialogue sessions (both in-person and online)
 - Nurturing strong relationships with youth participants through approachable, perceptive and flexible support for their learning needs
 - Supporting communications, including liaising with design professionals for website updates and print materials
 - Developing youth-friendly online engagement content through newsletters and social media posts on Facebook, Instagram, and Twitter
- Ensure projects and activities are delivered on time and on budget

- Provide timely reports both internally and externally to funders
- Act as a friendly point of contact and engage with youth participants and partner organizations on program updates and opportunities
- Assist with organizing meetings, producing and disseminating discussion summaries and meeting minutes, and recording discussion
- Occasionally assist with proposal and grant writing
- Facilitate positive and meaningful connections and collaboration among organizations pursuing common sustainability-related goals in BC
- Raise awareness of FBC, its mandate and activities among BC youth.

Preferred Qualities

- Dynamic, energetic and enthusiastic youth facilitator
- Positive and optimistic, with a solutions-oriented approach to problem solving
- Resourceful and practical with an ability to think creatively and “outside the box”
- Skilled in using fun and creativity to nurture learning and empower self-expression in youth
- Passionate about empowering youth through experiential learning opportunities
- Perceptive and approachable, with strong interpersonal skills
- Curious, open minded and having a holistic approach to sustainability issues
- Passionate about building community and the capacity of youth to address climate change
- Adaptable and flexible in working with others and in facilitation styles

Skills and Qualifications

- Experience working with youth (16-30 years old) of diverse backgrounds
- Experience developing fun and immersive activities and materials for youth
- Experience facilitating dynamic and engaging youth workshops (in-person and online)
- Strong youth-focused communication skills, including social media engagement
- Basic understanding of climate change and sustainability issues, especially in a BC context
- Good organizational skills and ability to handle multiple tasks and deadlines
- Independent and self-directed while able to work in a collaborative way with a decentralized, multi-disciplinary staff team
- Strong coordination and administration skills with demonstrated experience in managing and tracking projects
- Proficiency with MS Office Suite (Outlook, Word, Excel, etc.)
- Familiarity with Adobe Creative Suite (InDesign, Illustrator, Photoshop) or other relevant software is an asset
- Familiarity with online project management/collaboration platforms (e.g., Trello, Mural, Slack, Zoom, G Suite) is an asset
- Post-secondary education or experience in a related field such as youth or community engagement and dialogue, arts and education, Indigenous studies, climate change planning, sustainability or environmental studies or other relevant fields
- A valid BC driver’s licence (required).

FBC offers a comprehensive employee benefits package, which includes medical, dental and other insurance coverage, an RRSP contribution matching program and professional development support.

The majority of the work will be based remotely. The successful candidate must be willing and available to work flexible hours, including evenings and weekends, as well as to occasionally travel to different communities in BC. **Candidates who are considered for employment will be subject to the successful completion of a criminal record check.**

About the Fraser Basin Council and the Youth Program

The Fraser Basin Council (FBC) is a non-profit society that advances sustainability throughout British Columbia with a core focus on the Fraser Basin. Established in 1997, the Council is a collaboration of four orders of government (Federal, Provincial, Local and First Nations) and those from the private sector and civil society. FBC helps bring people together to find solutions to sustainability issues, and works on such issues as flood management, climate change action and adaptation, air quality, green fleets, sustainable watersheds and fisheries, and sustainability reporting and education. We are grateful at the Fraser Basin Council to live and work on the unceded, ancestral territories of the Indigenous Nations of British Columbia.

Youth engagement and capacity-building is a key component of FBC. Since 2006, the FBC Youth Program has been focused on building capacity for youth aged 16-30 to engage in sustainability initiatives, deepen understanding on complex issues, gain skills, and access opportunities to take on leadership roles to serve their communities. FBC's vision for youth engagement is for youth and young adults to actively participate in and contribute to social, environmental, and economic well-being in communities across BC.

Applications

Please send your resume and cover letter to careers@fraserbasin.bc.ca.
Application deadline: **Friday, February 12, 2021.**

Only shortlisted applicants will be contacted. Thank you for your interest.