**Program Coordinator - Youth Engagement  
(Term Contract Position)**

**TERMS**

Closing Date: May 13, 2022 at 5:00pm PST  
Anticipated Start: June 20, 2022  
Salary: $17.50/hr   
Contract Details: Grant Funded Term Contract ending August 15, 2022  
 Flexible Schedule, up to 35 hours per week  
 Some evening and weekend work required  
Vehicle Required: Yes   
Office Location: Home office and office at 6218 Sooke Road (EMCS Society)

**ABOUT THIS OPPORTUNITY**

The Edward Milne Community School Society is seeking a Program Coordinator for our Summer Youth Engagement Program to aid in the development, implementation, and evaluation of for-youth-by-youth programs and events in the Sooke region. This is to be accomplished through community partnerships and youth volunteer recruitment/management. The Youth Engagement Coordinator will draw upon suggestions put forward by youth in both Sooke and the Westshore to creatively implement their ideas. The Program Coordinator will be reporting to the Community School Coordinator at the EMCS Society based in Sooke.

Previous Youth Engagement Program Coordinators have:

* Promoted an active lifestyle for youth via a Hiking Club, BMX biking clinic, talent shows, and beach cleanups.
* Participated in the Sooke Night Market.
* Recruited volunteers for local events and fundraisers.
* Created and lead community-based initiatives.

Bring your creative ideas and solutions to this engaging, rewarding, and challenging opportunity!

**SKILLS & ABILITIES**

* Enjoys brainstorming, problem solving, and creativity
* Demonstrated ability to work effectively and collaboratively within a team as well as individually/remotely
* Provide encouragement and support to youth.
* Ability to build, nurture, and maintain cross-cultural relationships with various stakeholders in order to achieve goals and objectives
* Excellent interpersonal, cross-cultural, public relations, and networking skills
* Flexibility and creativity while adhering to COVID-19 protocols

**QUALIFICATIONS**

* Must be between the ages of 15-30 years (as per HRSDC funding requirements)
* Knowledge and awareness of youth-specific issues and services in the Sooke and West Shore region
* Strong teamwork and communication skills with the ability to work with little supervision
* Ability to work a flexible schedule including evenings and weekends as required
* Experience planning and implementing community events
* Must be willing to complete a criminal record & vulnerable sector check
* Proficient in report writing, Social Media, Microsoft Office Word & Excel

**ASSETS**

* Current First Aid & CPR Certification
* Foodsafe Certification
* Previous Youth Engagement Experience
* Event planning experience
* Local to Sooke region

**Applicants who have not previously been employed are encouraged to apply. Please reference any applicable transferable skills in your cover letter.**

**Please submit a resume and cover letter addressing your experience as it relates to the qualifications to Ashley Green, Community School Coordinator at agreen@sd62.bc.ca.**

**Application Deadline: Friday, May 13, 2022 at 5:00pm.**

*The EMCS Society is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, or any other basis protected by applicable law. Recent immigrant and refugee youth, Indigenous youth, youth with disabilities, youth who have not completed high school, visible minorities, LGBTQ2 youth, and women in STEM are encouraged to apply.*

*We are committed to ensure that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request. If you require assistance or an accommodation due to a disability, please email* [*agreen@sd62.bc.ca*](mailto:agreen@sd62.bc.ca) *with your request.*

*We thank you for your interest. Only candidates selected for interviews will be contacted. Any information obtained or provided will be used only for the recruitment process and not for any other purpose. This position is partially funded by HRSDC Canada Summer Jobs.*