

Youth Employment Services Manitoba (YES Manitoba) is seeking a full-time Engagement Coordinator for a one-year term. This position will engage youth and relevant stakeholders in the development and promotion of events related to improving the outcomes of youth transitioning out of government care in Manitoba.

Position: Engagement Coordinator

Hours: 30 hours per week | Monday – Friday within business hours | Evenings and weekends, as required

Start date: November 25, 2022

Salary: \$22.50 per hour

Benefits: Group health & dental plan | Employee assistance program | Three-weeks paid vacation | Flexible work arrangements | Additional paid time off in December

Location: Youth Employment Services Manitoba, 614 – 294 Portage Ave, Winnipeg, MB

This position requires a combination of in-office and in-community duties, as provincial health restrictions allow. Appropriate health and safety precautions will be taken at all times.

Specific Responsibilities:

Reporting to the Youth Engagement Specialist, the Engagement Coordinator will:

- Develop and complete project plans for two events: a provincial-wide youth conference for youth with lived care experience and a promotional event to launch project research outcomes.
- Facilitate event planning meetings; incorporate feedback and information into event planning activities. Update community stakeholders and management on event planning processes and progress.
- Develop promotional materials for events geared towards youth and adult community supports.
- Manage event logistics such as invites, registration, catering, sites logistics, and event volunteers; Obtain quotes and source event venues.
- Utilizing a trauma-informed, youth-engagement and youth leadership models, engage youth in event concepts, marketing materials, attendance, and participation.
- Manage assigned budgets; ensure incurred expenses are within assigned budgets.
- Recruit youth with lived government care experience from diverse backgrounds to engage in project objectives.
- Support the Youth Engagement Specialist with logistical support for corresponding youth advisory groups; includes scheduling meetings, following up with youth, taking minutes and ordering food.
- Provide emotional support for youth advisory members, when required; make referrals to appropriate resources to help manage crisis. Provide a physically and emotionally safer environment for youth to develop, connect with their peers, and community.
- Collect and track required project data, create youth advisory evaluations, and write summary reports.
- Prepare and deliver virtual and in-person presentations about events, project outcomes, and activities; liaise with government bodies and community-based organizations to promote project activities, calls for change, and engagement in project outcomes.
- Represent organization at community meetings, outreach events, and workshops, as required.

The Engagement Coordinator will possess the following qualifications and attributes:

- Post-secondary certificate, degree, or diploma in social work, humanities, social sciences, education, career development, or counselling. A combination of education and previous experience will be considered.

- Extensive knowledge and understanding of Manitoba's youth serving agencies and child welfare system including interventions, community supports, and processes of transitioning from care.
- Lived government care experience is an asset, but not required.
- Knowledge and understanding of Trauma Informed Care, Healing Centered Engagement, and youth development models.
- Experience in working with and advocating for vulnerable populations and proven ability to engage vulnerable young people.
- Working knowledge and understanding of the lives of Indigenous youth and proven ability to provide culturally appropriate programming.
- Knowledge and experience in methodologies, planning, delivery, and community engagement projects or programs. Demonstrated innovation in designing and leading youth engagement projects.
- Proficiency with Microsoft Office Suite, including Office 365; excellent computer and keyboarding skills.
- Excellent interpersonal skills with the ability to relate to people at all levels and backgrounds, maintain effective working relationships, and handle conflict/difficult situations in a professional manner.
- Ability to maintain a high degree of discretion and confidentiality while functioning in an environment where time sensitive issues and projects are addressed effectively.
- Demonstrated skills in written and oral communication.
- Detail and task orientated, comfortable working independently, as well as, part of a team.
- First aid and trauma informed care/mental health first aid training is an asset.
- Valid Class 5 Drivers' License and access to a vehicle is an asset.
- Knowledge of and/or experience accessing YES Manitoba and Futures Forward services is a bonus!

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, and AARC will be considered acceptable for the purposes of this policy.

YES Manitoba requires all staff to be fully vaccinated for COVID-19. This requirement applies whether you are working remotely or on-site.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications from all qualified individuals including applications from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the LGBTQIA2S+ community, a person with a disability, and/or a member of a marginalized community, you are encouraged to indicate this in your cover letter. We are committed to accommodating applicants with disabilities throughout the recruitment process and will offer reasonable accommodation to individuals participating in the selection process upon request.

YES Manitoba provides free, inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient and strive to create a warm and welcoming environment for clients, community members, and staff. We meet people where they are and for who they are.

YES Manitoba offices are located on Treaty One territory, on the traditional territory of the Anishinaabe, Cree, Oji-Cree, Dene, and Dakota Peoples, and the Homeland of the Metis Nation.

Please email your cover letter and resume to hr@yesmb.ca, including "Engagement Coordinator" in the subject line. Applications will be accepted on an on-going basis until the role is filled.

We thank all who apply but only those selected for an interview will be contacted.