

Communities Building Youth Futures Project Coordinator

[Communities Building Youth Futures \(CBYF\) Yukon](#) (through BGC Yukon)

Whitehorse, YT

Full Time: 37.5 hrs/week

Compensation: \$23.50 Hourly, Additional Health and Dental benefits, paid sick days, additional training opportunities.

Contract Date: To Be Determined

Closing Date: When filled

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

CBYF Project Coordinator

Position Summary

This is an exciting and diverse role that allows for a lot of creativity and networking opportunities. Communities Building Youth Futures Yukon (CBYF) is a collective of young people and many community partners who work collaboratively to engage youth in developing strategies that support young people as they transition from teenagers into adulthood. Using a Collective Impact approach, the CBYF Project Coordinator will work with the partner organizations and other relevant stakeholders to support the development and implementation of the CBYF initiative throughout the Yukon.

The Communities Building Youth Futures' (CBYF) Project Coordinator will be employed through BGC Yukon (formerly Boys & Girls Club Yukon) and will be specifically working on the CBYF Project. The CBYF Coordinator is responsible for supporting the coordination of CBYF Yukon's projects and initiatives. They will work closely with the CBYF Project Manager to organize and facilitate meetings between partners, recruit and welcome new organizations into the initiative, and support the coordination and implementation of collaborative projects between partners.

Overview of CBYF Yukon

The Communities Building Youth Futures (CBYF) Initiative is a five-year initiative and is a collaboration between the Tamarack Institute, Economic and Social Development of Canada and local youth organizations. The Yukon is one of many communities across Canada that is part of the national CBYF movement. Funding is being provided to engage and co-develop system-wide solutions for supporting underrepresented youth as they build and act upon plans for their future. The main goal is to break down barriers and provide opportunities for youth to engage in their communities.

Our initiative is currently in Year 3, and based on our research from our [Youth Engagement Report](#), the 2022 Yukon Youth Summit, and the creation of our Common Agenda, we have been implementing projects through our 3 Action Teams: Mental Health & Wellness, Individualized Learning, and Career Inclusion. Beyond the 5 years of funding, CBYF Yukon is planning on expanding into a Territorial Youth Strategy for the Yukon.

Read more about the Communities Building Youth Futures Initiative and the Collective Impact approach here: <https://www.tamarackcommunity.ca/communitiesbuildingyouthfutures>

Core Duties

Project Coordination

- Support the Project Manager and co-chairs in coordinating Action Team and Community Partnership Table meetings
- Support with the supervision of up to six youth interns who participate in meetings and aid in project creation and development
- Coordinate and implement community and youth engagement activities with the support of the Project Manager and CBYF Yukon partners

Communication and Partnerships

- Develop and nurture relationships with critical community partners such as community service providers, youth organizations, business partners, First Nations partners, municipal and territorial partners
- Communicate regularly with the Partnership table and other stakeholders about CBYF Yukon projects and initiatives
- Build consensus among partners in support of the Common Agenda and implementation plans for the project

Desired Knowledge, Skills and Abilities

- Strong passion for reducing barriers in the journeys of young people aged 12-30
- Highly organized, detail-oriented and efficient worker with ability to prioritize work requirements and adapt to changing needs
- Experience working with and fostering collaboration between various community partners
- Ability to build and maintain trust and cooperation with multiple stakeholders
- Excellent written and verbal communication skills and the ability to communicate effectively and diplomatically
- Proficient in Google Docs, Zoom, email, and other collaborative online tools
- Takes initiative to get things done with minimal supervision
- Familiarity with Yukon First Nations and Northern Indigenous peoples, understanding of anti-oppressive practice and social justice principles, and understanding of the Collective Impact Framework are all assets

Additional Details

Direction/Decision Making:

The CBYF Project Coordinator reports directly to the CBYF Project Manager and is expected to meet the responsibilities of the position by following established practices and procedures. When instructions or information provided is unclear, they are expected to consult with the CBYF Project Manager.

Impact and Accountability: The CBYF Project Coordinator represents the CBYF Yukon Initiative and its partners including BGC Yukon and other key CBYF Yukon organizations. The Project Coordinator is expected to be mindful of the ways in which their behaviour can impact communities and relationships.

Working Condition: This position can be a partly remote position, however requires the employee to be located in Whitehorse most of the time in order to meet in person to coordinate with the Project Manager and community partners.

Conditions of Employment: Mandatory confidentiality is a condition of employment of all personnel. A vulnerable sector check is also mandatory.

To Apply/Questions:

Please send your resume and cover letter to our Hiring Committee at maxime@yukonyouth.com. Please note, the Hiring Committee is made up of partner organizations supporting this project. If you have any questions, please email Maxime at maxime@yukonyouth.com or phone Maxime at the BGC Yukon office at (867) 393 2824 # 201.

Please note: *While we welcome all applicants, given the context of this initiative, preference will be given to applicants from Northern communities and/or Indigenous youth aged 35 and under.*