

## **BCCEYH Coordinator - Job Description** July 4<sup>th</sup> 2022

The *BC Coalition to End Youth Homelessness* (BCCEYH) was established in 2017, as a group of 40 organizations across the province that work together to magnify the voices of youth with lived expertise by developing research, reports, and actions. The group works collaboratively with the various ministries and the *Office of Homelessness Coordination* towards our goal of preventing, reducing and ending youth homelessness. The BCCEYH is looking to hire a passionate and organized Coordinator who can assist with the following:

### **Building Membership**

- Ensure that youth are central to the membership of the Coalition by creating youth engagement strategies and centering youth involvement in all parts of the Coalition work
- Engage & inform existing members by holding a facilitated Strategic Planning session
- Find, recruit and orient new members as decided with the group through Strategic planning

### **Providing Administration**

- Revise the existing Terms of Reference as needed
- Create and revise templates for documents including but not limited to meeting agendas, minutes, power-point presentations, reports etc.
- Organize Coalition meetings and subcommittee meetings with Coalition co-chairs
- Keep meeting notes & documentation and share with members
- Develop a member survey to provide baseline data about the success of the Coalition

### **Actioning Ideas**

- Assist with projects as needed with youth, committee and subcommittee members

### **Communications**

- Develop and deploy strategies, presentations and reports on Coalition efforts, including but not limited to the creation of the a BCCEYH website

### **Funding**

- Utilize the strategies created to obtain further funding for the work for the Coalition and the Coordinator

The BCCEYH Coordinator would have the following qualifications:

- Post-Secondary degree in the areas of social work, counselling, or a related field.
- Proven experience working with youth at risk of or experiencing homelessness.
- Experience supporting youth with mental health or substance use concerns and with supportive housing is an asset.
- Experience in facilitation (briefing and debriefing)
- Experience in working respectfully with diverse equity-seeking groups, cultural sensitivity, and self-awareness to support the BCCEYH and work productively together
- Strong time management and organizational skills
- Ability to communicate clearly, including verbal and written communications
- Comprehensive knowledge of provincial resources
- Ability to work independently and in a team, good communication, and administrative skills
- Lived experience of homelessness and/or government care is an asset.

This position is flexible and would be appropriate for someone who is looking for either contract work or employment. This will be a part time position, with flexible scheduling, offering \$24-\$28/hour depending on experience/education. The coordinator will report to the BCCEYH Co-chairs and the Executive Director of *A Way Home Kamloops*; the backbone organization for the Coalition.

This position will close when it has been filled, only those candidates invited to interview will be contacted. Please send your resume and cover letter to [admin@awayhomekamloops.com](mailto:admin@awayhomekamloops.com)