

# Coordinator, Youth Programs

## About the Belonging Network:

For almost 50 years, the Belonging Network has provided groundbreaking programs for families, children, and youth. We believe that everyone needs to belong. We're working for a world where every child and youth has the love, stability, and support they need to reach their fullest potential.

The Belonging Network helps find families for the hundreds of children and youth in BC who are waiting for a permanent home. We provide education, support and connection for BC's adoption and permanency community, which includes prospective and waiting adoptive parents, adoptive families, and families providing other forms of love and stability (such as guardianship, relatives raising relatives, and Indigenous customary forms of care). We support thousands of young people aging out of government care and navigating early adulthood.

## About the role:

Reporting to the Senior Coordinator, Youth Programs, the Coordinator, Youth Programs is responsible for supporting the day-to-day activities of AgedOut.com. AgedOut.com is a website designed to provide support and resources for youth in and from government care. The Coordinator also provides support to the Senior Coordinator and Director, Programs in outreach, social media, community engagement, and special projects under the youth program portfolio.

This is a full-time position working 5 days/week (35 hours), and based in the Lower Mainland. The Manager will work mostly from a home office, with some regular attendance required at our downtown Vancouver office. They must be able to undertake travel locally and across BC.

## Major duties and responsibilities:

### Main accountabilities:

#### Daily maintenance of the AgedOut.com website

- Respond to all inquiries to the site and refer complex inquiries to the Senior Coordinator.
- Make routine updates and adjustments to the site on an ongoing basis, such as keeping links current.
- Create new content for the site as directed. Monitor and report on website metrics.

#### AgedOut.com promotion

- Create and distribute a monthly e-newsletter for registered site users.
- Develop and implement strategies to increase distribution.
- Maintain an inventory of related promotional materials and supplies and respond to requests for these items.

### **AgedOut.com rewards**

- Implement the website rewards program, which provides gift cards to users who complete quests and other tasks.
- Maintain a detailed database/tracking system for all gift cards distributed, distribute cards to eligible participants, and provide monthly reporting.

### **Social media**

- Implement a social media plan (designed by the Youth Programs and Comms teams), posting messages and materials to increase reach, likes, and followers and drive traffic to the AO website and other youth offerings.
- Monitor and report on social media metrics.

### **Youth and community engagement**

- Assist the Senior Coordinator, Youth Programs in outreach activities, including organizing and making presentations and maintaining a database of community connections, administering surveys, and other feedback mechanisms.

### **Special project**

- Participate in project management and program development as assigned.

### **Results measurement**

- Assist the Director, Programs in implementing systems and metrics to measure program quality, impact, and stakeholder satisfaction, gathering feedback from youth served.
- Provide statistics and summaries of work for reports and funding proposals.

### **Teamwork**

- Provide backup support for the Senior Coordinator, Youth Programs as required.

## **Qualifications & skills:**

### **Required:**

- Post-secondary education in a related professional discipline, e.g., child and youth care, social work, or a relevant combination of education and experience.
- Minimum of 2 years of experience working in youth-related programming and services.
- 1 to 2 years' experience delivering innovative programs with a technological element preferred.
- Strong interpersonal and communication skills with the ability to maintain effective working relationships with all levels of staff and service users.
- Ability to effectively utilize and adapt to new technologies.
- Ability to handle multiple projects, prioritize work in a busy environment.
- Ability to take initiative and work independently as well as cooperatively on a team.
- Ability to work under time constraints and tight deadlines.
- Ability to plan, organize, and manage work with minimal supervision.
- Lived experience as a former youth in care or experience with the child welfare system is preferred.

**Assets:**

- Familiarity with issues facing youth as they transition from government care.
- Experience working with Indigenous communities and/or lived experience as a member.
- Experience using Microsoft Office Suite, WordPress, and Client Relations Management (CRM) software.
- Familiarity with non-profit, registered charity work involving internal and external stakeholders.
- Experience with marketing and digital media.

**Compensation:**

Compensation will be based on a full-time salary of between \$48,000 and \$50,000 per year. The Belonging Network's benefits include a home office allowance, a comprehensive benefits package (we pay 100% of premiums), an RRSP matching program, 3 weeks of annual vacation, and support for ongoing professional development.

**To apply:**

Please email your cover letter and resume as one combined PDF document with "Coordinator, Youth Programs" in the subject line to [hiringcommittee@belongingnetwork.com](mailto:hiringcommittee@belongingnetwork.com). Applications will be reviewed as they are received. Please note that only candidates being considered for the position will be contacted.

The Belonging Network is an equal-opportunity employer. We recruit, employ, train, compensate, and promote regardless of race, religion, colour, place of origin, sex, sexual orientation, disability, age, and any other protected ground under The BC Human Rights Code. All qualified applicants will be considered for employment.

Our head office is located on the ancestral, unceded lands of the səliłwətaʔt (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations. The Belonging Network is committed to listening, learning, and participating in truth and reconciliation.