

## **The Youth Project Youth Programming Coordinator**

The Youth Project is a youth driven, non-profit charitable organization dedicated to providing support and services to youth around issues of sexual orientation and gender identity. Youth programming and social support groups for queer and trans youth are key services in working towards our mission to make Nova Scotia a safer, healthier, and happier place for LGBTQ2+ youth.

The Youth Project currently operates multiple programs for LGBTQ2+ youth, at both our office and community locations. These include social support, drop-ins, physical fitness, arts-based programs, special events and more.

We are currently seeking an experienced, passionate and committed individual to lead our Youth Programming activities in the position of Youth Programming Coordinator, based in our Halifax location. This is a full time position (35 hours per week), due to the nature of the role the position will require some evening work and occasional weekend work. Salary will be commensurate with experience.

This position will take responsibility for our youth programming, including:

- Ensuring our monthly youth programming is engaging, running effectively and meeting the needs of the youth we serve.
- Monitor, evaluate and report on programming.
- Promote and build awareness of programming.
- Provide creative ideas for program activities and ensure advance preparation is completed.
- Volunteer coordination. Recruitment, screening and training of new volunteers, volunteer scheduling, support, engagement and appreciation.
- Take a lead role in coordinating special events, such as camps, Queer Prom, retreats etc.
- Act as staff representative/liaison with our Youth Board and work alongside the Youth Board to ensure programming is meeting the needs of the youth we serve.
- Support programming at Youth Project locations outside of HRM, supporting facilitators, sharing programming ideas etc.
- While we utilize volunteer facilitators for much of our programming, this position will still involve significant direct facilitation of programming for youth.

The ideal candidate will have:

- Significant experience in program development, implementation, facilitation and evaluation
- Degree in a relevant field, or equivalent experience.
- A strong understanding of queer and trans identities, the challenges faced by LGBTQ2+ youth and social justice issues. Knowledge and experience in creating safer spaces where queer and trans youth can feel welcome, valued and affirmed.
- Strong organizational and coordination skills
- Ability to work as part of a team.
- Must be willing to work flexible hours (Including some evenings and occasional weekends).
- A valid driver's license

As an organization serving youth around issues of sexual orientation and gender identity, the Youth Project recognizes and values lived experience as a member of communities facing discrimination. We encourage applicants to self-identify if you are a member of the LGBTQ2+ community, and/or if are Black, Indigenous, a person of colour, or a member of other groups facing discrimination.

To apply please send a cover letter and resume to the attention of Kate Shewan, Executive Director, via e-mail at [jobs@youthproject.ns.ca](mailto:jobs@youthproject.ns.ca) Application deadline is Sunday June 17th. Confidentiality is assured.