



youth project

Executive Director

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. Our mission is to make Nova Scotia a safer, healthier, and happier place for 2SLGBTQ+ youth.

We are currently looking for a passionate and skilled Executive Director to join our team. Based in Halifax, this is a full-time permanent position (35 hours per week). This position is designated for a member of the 2SLGBTQ+ community. Yearly salary is \$65,000 + benefits.

The ideal candidate will have working experience with oppressed or at-risk youth, in addition to managing personnel through an anti-oppressive and trauma-informed lens. This includes building trust and rapport through the empowerment of staff members. They will also have experience in grant & proposal writing and a history of working in the non-profit sector.

The optimal candidate will possess an ever-growing understanding of social justice issues and be able to apply this knowledge in a way that is open, welcoming, and cognizant of the need to create safer and affirming environments. They will also understand the issues faced by 2SLGBTQ+ youth and the way in which various identities intersect with one another to create layered experiences and a unique set of needs for each youth.

Duties:

- In partnership with the Board of Directors and the Youth Board, develop and implement the Strategic Plan for the organization;

- Be responsible for communicating effectively with the Boards and providing timely and accurate information for the Boards to make informed decisions;
- Administer and manage the daily operations of the organization, including the direct management of staff members;
- Ensure that staff members hired to the Youth Project are representative of 2SLGBTQ+ communities, including specific understanding in the support needed for BIPOC staff members and communities;
- Facilitate the development of standards and policies for programs, services and records for the Youth Project;
- Oversee human resource functions for employees of the Youth Project, including for personnel based outside of the HRM;
- Prepare annual budgets in collaboration with the Board of Directors;
- Oversee ongoing fund development planning, including writing grants and proposals for funds, and writing regular reports for funders;
- Represent the organization to the public, including conducting media relations in collaboration with the Board of Directors and Youth Board; and
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the organization.

Job requirements:

- Working knowledge of sexual orientation and gender identity and the roles they play in the lives of young people.
- An understanding of homophobia, transphobia and heterosexism as well as racism, sexism, ageism, ableism and other forms of oppression and how they work together and affect the lives of young people.
- A combination of post-secondary experience + 5 years in a similar role, or equivalent experience.
- Excellent interpersonal and leadership skills.
- Excellent English written and verbal communication skills.
- Effective time management.
- Ability to work individually and as part of a team.
- Must be willing to work flexible hours (including evenings and weekends).
- A valid driver's license and willingness to travel throughout the province.

Assets:

- Experience working with youth.
- Knowledge of an additional language other than English, particularly French or Mi'kmaw.
- Access to a reliable vehicle.

As an organization serving diverse youth dealing with issues of sexual orientation and gender identity, the Youth Project recognizes and values lived experiences of oppression and discrimination. We therefore strive to put value on relationship-building and community outreach skills, rather than focus solely on formal education. The Youth

Project also recognizes the overrepresentation of white/non-racialized voices within our organization. Therefore, the Youth Project prioritizes the contributions, perspectives, and lived experiences that individuals from Black, Indigenous, and People of Colour communities bring to our organization's work. We welcome and encourage applicants to self-identify in their cover letter. The Youth Project is committed to improving our services to marginalized populations and bettering our anti-oppression policies to increase our accessibility to everyone.

Applications can take numerous forms (resume/cover letter, video, art piece, etc.).

Please send your application file via email at youthprojectchc@gmail.com . Application deadline is August 2nd, 2019. Tentative interview date is the week of August 6th. Confidentiality is assured.