



FULL-TIME EDUCATION COORDINATOR

Application deadline is Friday June 28th, 2024 at midnight AT

Organizational Information & Mission:

The Youth Project is a youth driven, non-profit charitable organization dedicated to supporting 2SLGBTQIA+ (*Two Spirit, Lesbian, gay, Bisexual, Transgender, Queer and/or Questioning, Intersex, Asexual* +) youth in the province. The Youth Project's mission is to make Nova Scotia a safer, healthier, and happier place for 2SLGBTQIA+ youth through support, education, resource expansion and community engagement. The Youth Project is a multi-service organization hosting an education team, programming team, and support services worker with an aim to further the inclusion and wellness of 2SLGBTQIA+ under the age of 25, foster 2SLGBTQIA+ knowledge exchange and training, increase access to public services, and provide social and cultural programs/services/celebrations for 2SLGBTQIA+ youth and their communities.

In our hiring process, the Youth Project is committed to actively prioritizing applications from communities that are often vastly underrepresented within 2SLGBTQIA+ spaces and who have also been systemically underrepresented in the Youth Project's history. We aim to recognize and disrupt systemic forms of oppression, which include but are not limited to: racism, anti-Black racism, anti-Indigenous racism, ableism, heterosexism, cissexism/transmisogyny, tokenism, ageism, economic violence, sexism. It is our hope that through community-centric methods of accountability, repair, care-based reflection and education, we can grow into an organization fundamentally invested in relationships of mutuality, trust, and support to work within our responsibility to elevate experiences and perspectives that have been forcibly marginalized and erased.

You can find more information about the Youth Project's commitment to accessibility and anti-racism at the bottom of the document.

Information About The Position:

We are currently seeking a passionate and creative **Education Coordinator**. Based out of our Kijipuktuk (halifax) office, the position is a year contract with possibility of renewal. **This position is 35 hours a week and is paid \$27/hour and is a unionized position through SEIU.**

Who We Are Looking For:

The ideal candidate will have an ever-growing understanding of anti-oppression and social justice and be able to apply this knowledge in a way that is welcoming, youth-centric, and engaging. They will have experience in designing and facilitating workshops and/or curriculum specifically in relation to gender justice and/or 2SLGBTQIA+ realities. This candidate will also have experience in project management and/or organisational capacity building and/or community engagement and/or grant-based project development and reporting. The ideal candidate will also be passionate about working with youth, can apply care-centric systems navigation skills related to a 2SLGBTQIA+ context, and be excited about creative and collaborative education models.

Duties:

FACILITATION

- Developing and creating accessible, engaging, anti-oppressive gender and sexuality workshops for all age levels (primary-grade 12, post-secondary, service providers, parents, etc).
- Facilitating digital and in-person workshops and professional development sessions pertaining to gender and sexuality for students and youth, community organisations, stakeholders, government agencies, and service providers.
- Supporting the creation and outreach of educational resources and training tools.
- Offering consultation services such as but not limited to: policy development, best practice development, workplace inclusion, resource compilation.

ADMINISTRATION

- Coordinating and supporting the education team in scheduling digital and in-person workshops, events, and consultation across the province.

- Tracking workshop hours, participant numbers, social media and digital engagement.
- Collecting evaluation/ feedback from workshops and educational events.
- Report writing and collaborative communication with/for the Nova Scotia Department of Education.

RELATIONAL

- Working alongside the Nova Scotia Department of Education to uphold our funding agreement and ensure that deliverables are met.
- Building accessible, welcoming, and anti-oppressive entry points of learning within the public school system for sustainable 2SLGBTQIA+ capacity building.
- Working alongside Regional Equity Consultants, Office of Anti-Racism, NSSAF (Nova Scotia School Athletics Federation), Principals and Administrators, Youth Health Nurses, NSTU, SchoolsPlus to further 2SLGBTQIA+ youth well-being and support.
- Fostering collaborative, mutually reciprocal relationships with other community-based youth serving organisations to widen a network of support for 2SLGBTQIA+ youth.
- Working along with other staff to create a safer, welcoming and affirming environment for 2SLGBTQIA+ youth and assisting with the Youth Project project of strategic planning/revisioning.
- As part of a small team environment, there will be opportunities and expectations to actively participate in many Youth Project activities working directly with youth, such as our summer camps, youth board retreat, pride activities and others.
- Other duties may be assigned.

Job Requirements:

- Experience in project management and/or organisational capacity building and/or community engagement and/or grant-based project development and reporting.
- Experience in designing and facilitating workshops and/or curriculum.
- Experience in and comfort with workshop facilitation and public speaking.
- Experience and comfort in supporting a team of co-workers in shared work goals.
- Experience in and comfort with working with youth, and/or children, and/or experience working with community organisations, and/or experience working as a facilitator/educator.

- Comfort in systems navigation and advocacy specific to Two Spirit and trans healthcare/gender affirming care.
- Understanding of provincial services and resources for 2SLGBTQIA+ support.
- In-depth knowledge of sexual orientation and gender identity and the role they play in the lives of young people.
- A working understanding of anti-racism and how homophobia, transphobia, heterosexism, racism, sexism, ageism, ableism, classism and other forms of oppression work to inform experience and affect the lives of young people.
- Experience in collaborative working spaces as well as individual working spaces.
- Must be willing to work flexible hours (including some evenings and weekends).
- Must value and utilize youth-centric and participant-centered learning.
- Strong communication skills.
- A valid driver's license.

Assets:

- Knowledge of Nova Scotia's education system.
- Knowledge of an additional language other than English.

How to Apply:

Please use our Google Form titled "Hiring Call 2024" [\[hyperlinked here\]](#).

We ask that in your application, you submit a resume and/or short explanation of your relevant work experience and include a cover letter or a creative cover letter. A creative cover letter can take the form of video, art piece, audio recording, slide presentation.

Audio or video responses: We want to make sure that you can submit an application in a way that is as low-barrier and accessible as possible. If you prefer to submit an application by recording an audio or video file, please send it with a short description of what the files contain. We will accept MP3, MP4, MP4a, MOV, and/or google drive links for audio or video formats. If you can not submit that format, please send an email to: jobs@youthproject.ns.ca . Max upload size is 1GB.

Application deadline is June 28th, 2022 at midnight AT. Tentative interview dates are July 10th-12th 2024 with a start date of August 1st, 2024. Confidentiality is assured.

Covid Information:

The Youth Project is currently operating through a hybrid digital / in-person model. There is a mask mandate for all of our in-person events including other covid safety measures such as HEPA filters on site. For overnight programming and/or programs lasting over 1 day, we also provide testing for all participants and staff. Currently, staff primarily work from home and the school sites they are visiting. We also hold two in-person meetings/week at local community partner spaces.

Accessibility Information:

The Youth Project utilizes a variety of community locations that are all equipped with physically accessible entrances and washrooms. We also aim to create access guides for any new spaces that we are using. An example of an access guide is [\[hyperlinked here\]](#). We utilize Google Meets or Zoom for staff meetings as Google Meets and Zoom both offer automated Closed Captioning. We also offer ASL Interpreting services at all of our public events and as an option for our regular core-programming if needed. We have also incorporated other digital accessibility measures like offering visual descriptions, naming who is speaking before speaking on a call, and ensuring that any images we post on social media are accompanied with thorough image descriptions.

If you have accessibility needs that are not included here, please let us know in your application so that we can work to offer them.

Commitment to Anti-Racist Work:

The Youth Project has been working to offer more resources, events, and programs that specifically prioritize, centre, and uplift members of the 2SQTBIPOC community. We are deeply invested in the work of restructuring the organization to be more anti-oppressive and anti-racist in tangible ways through policy reform, sustainable long-term planning, and further representative staff and resources. The active commitment to acknowledging the dire organizational need for this work is relatively new considering the age of the organisation, and we understand the need to build trust, repair relationships, and prioritize new partnerships.

We are also engaging in an on-going process of organisational development, accountability, and restructuring regarding accessibility and disability justice. We are deeply committed to continually offering more accessible services, resources, and support through these crucial and foundational frameworks. We acknowledge the

significant intersections and histories between anti-racism and disability justice and understand both as fundamental elements to our organizational change.

You can read about a Board issued apology to 2SQTBIPOC Communities from 2019 [\[hyperlinked here\]](#) as well as a Summer 2020 Update [\[hyperlinked here\]](#) as well as look at our recent programs and resources on our instagram [\[hyperlinked here\]](#) and website [\[hyperlinked here\]](#). Since 2019, we have worked hard collectively to create further spaces of support, representation, and care for 2SQTBIPOC Youth through programs such as Ecosystems of Healing: A Space for Black 2SLGBTQIA+ youth (some examples of programs [\[hyperlinked here\]](#)) and resources such as The Peace and Friendship Treaties: A Treaty Day Guide [\[hyperlinked here\]](#).

If you have any additional questions, please email our Board at: board@youthproject.ns.ca