



Project Coordinator Job Description:

The Black Creek Youth Initiative (BCYI) is seeking a part-time **Project Coordinator** to support the implementation of an exciting project in collaboration with the S4 Collective and Justice for Children & Youth. The successful applicant will work directly with the Executive Director to support research and community building initiatives associated with the second year of a multi-year project geared towards improving equitable access to education for people living with precarious status.

Start Date: Week of July 3rd, 2022; 20 hrs/week

Salary Range: \$20 – \$25/ hr

Work Hours: 2 Days a Week

One-year contract with possibility of renewal/Part time

Hybrid remote and in-person position; **one day per week on-site** working directly with ED and project Staff.

Responsibilities:

- Support environmental scan and literature review of current research and sociopolitical landscape relevant to the intersection of access to education and immigration status
- Coordinate community-based research and programming (e.g., focus groups, interviews, art-based approaches, community mapping, etc.) with a focus on engaging children and young adults (working closely with 2nd project coordinator)
- **Lead social media and communication strategies in consultation with project partners**
- Gather, organize, and analyze data associated with project goals
- Liaise with partner organizations
- **Participate in project evaluation and report writing in consultation with the ED**
- Support relationship building and engagement initiatives with various stakeholders including community members
- Support administration and logistics associated with multi-organizational and multi-year project
- Work directly 2nd project coordinator/project partners and report to ED.
- **Ability to respond flexibly to shifting priorities as project evolves**

Skills & Qualifications:

- Nuanced understanding of the immigration system in Canada, particularly as it intersects with the education system
- Deep commitment to anti-oppressive and anti-racist values foundational to the work of BCYI



- Demonstrated ability to build and foster positive community and partner relationships
- Proficient in facilitating programs and groups for children/youth
- Proficient in use of social media and digital literacy
- Excellent organizational and time management skills
- Strong written and oral communication skills
- Knowledge of trauma-informed approaches to community-based research
- Lived experience navigating Canadian educational institutions is an asset
- **Innovation and desire**

To apply:

Please email your CV and cover letter to blackcreekyouthinitiative@gmail.com with the subject line: Job Application. **Applications are due by Wednesday, June 21st, 2023.**

***Those with lived experience relevant to the work focused on supporting access to education for people living with precarious status are encouraged to apply.*

Requests for disability accommodations can be made at any stage in the recruitment and interview process.