



COYN Coordinators

Position: Contract, Part-time

Duration: August 16th, 2021 – December 3rd, 2021 (16 weeks)

Work Days: Monday, Wednesday, Thursday 10am–4pmEST & 6 hours of flextime/per week

Number of Positions: 2

Pay: \$18/h, 24 hours a week

Program: Canada Summer Jobs

Location: Virtual (anywhere in Canada)

The Canadian Council for Youth Prosperity is a national, non-profit, cross-sector collaboration of community and corporate leaders, driving coordination and boosting the infrastructure that supports the youth workforce development ecosystem.

We facilitate youth integration into the labour market and support Canada's evolving sectors, the coordination of an effective, sector-informed and accessible system of resources to support partners, and implementing programming to support the youth workforce.

The Canadian Council for Youth Prosperity is funded by the Government of Canada's Employment and Social Development Canada, Youth Employment Skills Strategy.

Opportunity Summary

- CCYP's Youth Engagement Department is looking for two youth (ages 18-29) who are interested in youth empowerment and non-for-profit project coordination.
- We are looking for individuals to support the development and implementation of the Compensated Opportunities for Youth Network (COYN) project. COYN is a project that seeks to connect youth to compensated advisory opportunities within the workforce development space.
- The purpose of this role is to build a network of youth and stakeholders to provide advisory opportunities to youth at these organizations.
- The work will involve partnership development, project infrastructure development, project coordination (administrative tasks), research and database development.

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Purpose:

- To create a network (database) of youth interested in participating in advisory roles for various stakeholders such as employers, educators, government, service providers etc.
- To create a network (database) of stakeholders that are interested in hiring youth for short term advisory roles at their organizations.
- To coordinate, facilitate and maintain the partnership between CCYP, the youth and stakeholders.

Responsibilities:

- Partnership Development
 - Connect youth from across the country to paid advisory and engagement opportunities at various organizations (stakeholders).
 - These opportunities could include; youth providing input on programming, operations and strategies to organizations (based on organizational needs).
 - Build, track and maintain partnerships with stakeholders to achieve project goals and connect youth to opportunities.
- Project Infrastructure Development
 - Engage with youth through creating surveys, and facilitating focus groups and interviews to build a network of youth.
 - Advise on work plans for a network of youth and stakeholders (employers, educators, service providers and government etc.).
- Project Coordinator (Administration)
 - Coordinate focus groups, interviews, meetings etc. (create calendar invites, zoom links and other necessary materials).
 - Take meeting minutes, and refer back to meeting recordings as necessary.
- Research and Database Development
 - Conduct jurisdictional scans on the needs and gaps that stakeholders face regarding youth engagement services and supports.
- Other project related tasks.



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Qualifications:

- Must be available to work 24 hrs/week split into 3, 6-hour days & 6 hours of flextime within the time period of the contract
- Strong team player
- Strong verbal and written communication
- Proven leadership and problem solving skills
- Proficiency with Google Suite tools and social media platforms
- A self-starter with strong organizational and time management skills
- The ability to manage multiple priorities within extremely tight deadlines
- Has an entrepreneurial mindset and the ability to think outside the box
- Knowledge of the youth workforce development sector is an asset
- Knowledge/experience with remote work is an asset
- Bilingualism is an asset

Application Deadline: August 6th, 2021 @ 11:30pmEST

- Please apply by:
 - Completing the application form which includes uploading your resume, answering the questions, and providing two references.
 - You can answer the questions in written form or by uploading a video. If you choose the video option please send the video to patricia@ccyp-ccpj.org in a compressed format.
 - If uploading any documentation does not work, or you have any other questions, please contact patricia@ccyp-ccpj.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

We look forward to reviewing your application!