

## **Employment Coordinator (Contract)**

Details: 15hrs/week x 15weeks/intake @ \$27/hr

This position reports to the Youth Media Project Facilitator.

Following the leadership of the Project Facilitator, the Employment Coordinator is responsible for working with participants to identify their career and life goals, and providing training, resources and support to assist them in achieving those goals.

The Coordinator will facilitate and/or organize workshops that deliver employability and life skills to participants. They will work with participants in developing an employment action plan, and they will work one on one with participants to implement the action plan.

The Coordinator will encourage self-sufficiency and collaboration, will assist in creating a safe environment for all participants in the program, and will work to create a space that will proactively build on issues around accessibility, diversity, and inclusivity.

The coordinator's tasks include:

### ***Workshop Development***

- Providing group and individual tutorials to participants related to employability strategies. Some examples include Self-Assessment, Life Mapping, Goal Setting, Time Management and Developing a Social Media Profile.
- Working one on one with participants to set and achieve individual goals.
- Working with participants to develop an action plan that will lead to employment at the end of the program.
- Working with participants to come up with ideas for an individualized web page.

### ***Administrative***

- Supporting the administrative requirements of this position as set by the Project Facilitator. This includes inputting data to Services Canada surrounding participant intake.
- Ensuring that each participant is assigned to a work placement. This includes meeting with participants and work placements to ensure suitable assignments, ensuring that each work placement clearly understands the terms of the contract, and ensuring that each work placement signs a contract.
- Assisting with regular administrative reporting tasks, such as attendance-tracking, overseeing and checking in with participants to ensure they have invoiced and communicated with their work placements effectively.
- Preparing and filing clear records of each Workshop.
- Assisting with the final screening of works produced by participants.
- Assisting with any other tasks as directed by the Project Facilitator. This includes assisting with food preparation, distribution of flyers and ensuring that all work placements have been invited to attend by participants.

### **Required Skills/Experience**

- Minimum of 3 years working with youth in employability context.
- Preferred: Familiarity with web development and ability to coach youth on basic web design principles.
- Preferred: certification as Life-Skills and/or Employability Coach.
- Degree/Diploma in Human Services or equivalent.
- In-depth knowledge of social media platforms and networks as they relate to employment.
- Preferred: Network of potential employment contacts.
- Preferred: Experience working with Conflict Resolution.

- In-depth knowledge of resume writing, interview skills and general employability issues - ability to lead workshops on these topics
- Excellent interpersonal skills, and a desire to help youth succeed.

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**Please email resumes directly to [Krista.cvagymp@gmail.com](mailto:Krista.cvagymp@gmail.com).**

This project is funded in-part by the Service Canada Skills Link Program  
Partners: Wachiay Friendship Centre, Creative Employment Access Society, Imagine Comox Valley

**Application DEADLINE: February 24, 2020**

**Start Date: March 8, 2021**

*The Comox Valley Art Gallery is an equal opportunity employer.*

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