

Education Program Coordinator

Check Your Head (CYH) is a youth-driven non-profit organization. We encourage young people to understand and take action for social and environmental justice. Since 1999, CYH youth facilitators have delivered over 2,300 popular education workshops and worked with over 65,000 young people across British Columbia.

CYH provides education, resources, training, and support for youth to live as engaged and active citizens within our local and global communities. Our work is motivated by the understanding that a healthy, democratic, and sustainable future depends on a generation of informed, empowered, and active young people.

Position title: Education Program Coordinator

Job summary: Reporting to the Executive Director, you will be responsible for developing and delivering the education, volunteer, and youth engagement programming at Check Your Head.

Position details: This is a 35 hours/week, \$33,000-\$40,000/year (commensurate with experience), full-time permanent staff position with a comprehensive benefits package (including medical, dental, and transportation). Occasionally hours will take place on evenings and weekends.

Location: Downtown Vancouver and some travel within BC.

Responsibilities include:

- Coordinate and deliver popular education workshops related to social and environmental justice (see current topics at: <http://checkyourhead.org/workshops>)
- Design and lead youth engagement workshops and projects related to action-planning, teamwork, consensus-building, and other leadership topics
- Recruit, train, support, and manage the CYH volunteer team
- Organize and implement workshop outreach and promotion
- Research and develop workshops, educational resources, and activities
- Support fund development (grant writing, events, donor relations) for the education program
- Responsible for developing, implementing, and being accountable for education project budgets
- Foster current relationships and develop new partnerships and projects with other organizations
- Develop new projects for the education portion of CYH
- Administrative tasks related to education programming
- Represent CYH at events

Qualifications/ Experience:

The successful candidate has:

- Workshop development and facilitation experience, particularly with workshops grounded in dialogue and popular education
- Experience facilitating youth, ages 13 – 30, in a variety of settings
- Minimum 4 years of educational or professional experience in social and environmental justice
- Volunteer management experience, especially supporting youth-identified volunteers
- Program coordination experience
- Experience working collaboratively and supportively with diverse community needs and challenges
- Experience working on community engagement strategies with focus on building and supporting youth voice
- Developing and facilitating workshops on youth engagement for community organizations
- Working knowledge and commitment to the principles of anti-oppression and decolonization from an intersectional approach
- Experience writing funding proposals
- Ability to work in a flexible, team-oriented environment
- Strong communication skills and ease of public speaking
- Problem solving skills and ability to work under pressure
- Experience working with social media
- Creative mindset
- Highly organized with excellent attention to detail and an ability to manage several projects at the same time
- A valid B.C. driver's license

CYH is an equal opportunity employer that encourages people of colour, First Nations / Aboriginal individuals, newcomers and immigrants, members of the LGBTQ community, people of all genders and abilities, and members of other underrepresented communities to apply.

The closing date for applications is: Friday September 19 at 5pm.

Please email your application in **one** PDF document with both resume and cover letter to kaitlin@checkyourhead.org
Subject heading: Education Program Coordinator Position
Attn: Kaitlin Pelletier

- Please name your document **firstname_lastnameEPC.pdf**

We want to thank everyone who applies for this position in advance. Only successful applicants will be contacted for interviews. The successful candidate will be required to complete a criminal record check.