

### **Program Coordinator – Young Professionals Network**

The Child Welfare League of Canada (“CWLC”) is a national, membership-based charitable organization dedicated to promoting the safety and well-being of young people and their families, especially those who are most marginalized. We advocate for and promote legislation, policy, research, programs, and services that address the underlying causes of precarity and trauma. We convene leaders, organizations, researchers, governments, and people with lived experience to learn and to improve sector practices. Find out more here: [www.cwlc.ca](http://www.cwlc.ca).

The **Program Coordinator** will join a small, dynamic team and be responsible for creating a Young Professionals Network – a restorative space for students and early career professionals in the child welfare and child and family wellness fields to engage with supportive people, and to share the latest resources and ideas.

The Program Coordinator will help create a safe and supportive environment for all young professionals, while honouring the unique experiences of Indigenous, Black and racialized people. They will create opportunities for young professionals to share experiences, ask for and offer guidance, nurture mental health and well-being, and access meaningful professional development opportunities.

The Program Coordinator’s responsibilities may include, but will not be limited to, the following:

- **Coordinating communications for the Network**, including drafting messages and content to actively recruit and engage young professionals and students; identifying, curating, and sharing content that will support the well-being and success of young professionals in the child welfare field (with special attention to the needs of Indigenous, Black and racialized staff and students).
- **Engaging members**, ensuring broad and diverse representation and participation of young professionals from across the country.
- **Facilitating online Network meetings, events, and discussions** on an online forum that provides opportunities for young professionals and students to exchange and learn together. This will include identifying and recruiting guest speakers, facilitating forum discussions, and leading and developing a content plan for a one-year period that meets the aspirations and needs of network participants. Content will touch on anti-Indigenous and anti-Black racism, cultural safety, self-care, opportunities for professional growth, and more.
- **Documenting lessons learned and recommending actions** for strengthening the Network.

#### **Desired Qualifications and Experience:**

- One to three years of professional experience in project management, community development, youth development, employment/entrepreneurship, or adult education.
- Post-secondary education in a relevant discipline (e.g., project management, community development, sociology, social work) or equivalent training and experience.
- Knowledge and experience of working within anti-oppression and anti-racist frameworks.
- Strong written and oral English communication skills. A second language is an asset.

- Resourcefulness, initiative and flexibility to function effectively as part of a small team working remotely.
- Direct experience in delivering services to individuals facing multiple barriers would be an asset.
- Must have access to a personal computer and the Internet.
- Must meet the requirements of the Canada Summer Jobs Program (see details below).
- Preference will be given to Indigenous, Black and racialized youth, LGBTQ2S+ youth, young people with a disability and young people with lived experience of being in child welfare.

**Employment Period and Compensation:** Eight (8) weeks full-time (35 hours per week) at a rate of \$18 per hour, beginning May 31, 2021.

**Location:** CWLC is based in Ottawa, but the Program Coordinator will work remotely and can be based anywhere in Canada.

**How to Apply:** Interested candidates are invited to submit a cover letter and resume to [hr@cwlc.ca](mailto:hr@cwlc.ca) by **May 14, 2021**. We thank all who apply; only those candidates selected for an interview will be contacted by CWLC.

**This position is being offered as part of the Canada Summer Jobs Program. Selected candidates will have to meet program requirements.** To be eligible, candidates must:

- Be between 15 and 30 years of age at the start of employment\*.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada, in accordance with relevant provincial or territorial legislation and regulations

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period, as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Learn more about the **Canada Summer Jobs Program** here:

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>