



Program Administrator / Facilitator **(Three Year Contract)**

LGBTQ2S+ Youth Collaborative is a partnership of three local non-profit organizations working together to develop and deliver peer-led social supports and recreational programs for LGBTQ2S+ (Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit) youth between the ages of 12-29 and their families/caregivers. The program provides a welcoming, inclusive and safe environment for youth to explore and discuss unique experiences related to sexual orientation and gender identity/expression while building connections with other youth to develop a sense of community and belonging and gain access to supports and referrals including free professional counselling services.

LGBTQ+ Youth Collaborative is currently searching for an organized and self-motivated individual to attend to the day-to-day administration of the Windsor Pride Community office and facilitation of the Youth Drop-In program. This position requires a background in youth work (in a non-profit setting), a strong understanding LGBTQ+ youth ages 12-29 and a desire to work in a new and exciting program focused on LGBTQ+ youth and their families. The ideal candidate will possess leadership and organizational skills, should be detail-oriented, professional, excel at multi-tasking and work well independently.

Qualifications, Education, Experience and Abilities:

- A relevant post-secondary education, or registration in relevant university or college program.
- At least one (1) year relevant experience working in programs with vulnerable LGBTQ2S+ youth.
- Familiarity with office management procedures and basic accounting principles.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Work or volunteer experience in school-based programs, direct program delivery experience in the community with a demonstrated working knowledge of facilitation skills.
- Ability to reflect, promote, and protect the culture and integrity of the collaborative and the services it provides, and to manage situations with tact and diplomacy.
- Excellent interpersonal communication, facilitation, and conflict management skills, including demonstrated ability to prepare accurate and comprehensive written reports.
- Demonstrated proficiency in relating to LGBTQ2S+ issues and an ability to work collaboratively with parents, partners, and stakeholders that provide support to youth
- Demonstrated ability to work effectively with others, enjoys the company of young people and an ability to present concepts to the youth of a sensitive nature.

- Demonstrated ability to support youth and parents who may be reluctant to engage, and to be sensitive and understanding of their social realities including issues of race, culture, religion, gender identity, sexual orientation, poverty, and lifestyle.
- Ability to facilitate and work through difficult group dynamics effectively.
- Demonstrated ability to work effectively on a team with other program staff, community professionals and other collaterals; use good judgment; have a sound understanding of boundaries and disclosing reported information; manage conflicts constructively; work independently and be accountable for results.
- Knowledge of theory, principles, and best practices with respect to providing services to LGBTQ2S+ youth who are high risk and their families/caregivers.
- Excellent organization, time, and general management skills and a reputation for being reliable complimented by a willingness to take direction.
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Duties and Responsibilities - Facilitation

- Leads Drop-In program development and contributes to the development of operational policies and procedure for the drop-in program(s).
- Plans, implements, and oversees the day-to-day activities of the drop-in program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met.
- Facilitate discussion groups, group activities, and plan special guests and workshops relevant to program goals and builds mentorship relationships with youth.
- Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
- Ensures safety of participants and that the facilities are used in a respectful manner.
- Prepares refreshments with/for youth participants.

Administration

- Responsible for communicating effectively with the WPC Board or its designate and other youth collaborative staff.
- Assist in development of administrative policies and procedures.
- Responsible for day-to-day operation of WPC's youth programs and assist ensuring WPC's obligations under its current funding commitments are implemented.
- Liaise with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events where required.
- Engaging with visitors and provide information resources or referrals where required.
- Administers intake/surveys as required.
- Carry out clerical duties such as answering phone calls, responding to emails.
- Monitor program expenditures and maintain financial records in accordance with established procedures.
- Work with designate to create weekly event flyers; maintain Facebook and social media sites to ensure activities are promoted across the network
- Create and update records and databases and other data related to youth programming

- Purchase office supplies and drop-in program supplies (where required)
- Oversee the maintenance of office facilities and equipment.
- Maintains daily log after programming, related records, statistics and produces reports as required.
- Administers intake/surveys as required.

Requirements:

- Satisfactory Criminal Record Clearance.
- Must possess a valid Occupational First Aid Level 1 Certificate or be willing to obtain one prior to hire.
- A valid ON Driver's License (Class 5 or Class 7), and suitable drivers abstract and use of a personal vehicle.
- The usual hours of work in this position are based on a Monday to Saturday flex-time scheduling arrangement of 30 working hours per week.
- Documentation that applicant is legally entitled to work in Canada.

Youth Collaborative conducts primary source verification of applicant's credentials including education, training, work history, and licensure.

If you are interested in this position, please send a resume and cover letter to coordinator@windsorpride.com. The deadline for applications is August 28th, 2020.

We thank all applicants for their interest however only candidates considered for interview will be contacted.