



4460 Beresford Street
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www.burnabynh.ca

Job Description Youth Employment Coordinator

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. The role of the Youth Employment Coordinator is to oversee the federally funded Youth Skills Link Contract which provides employment skills and experiences for vulnerable youth 15 to 30 years old.

General Duties and Responsibilities:

- Oversee the deliverables of the contract and reports on milestones
- Outreach to community partners and BNH staff to recruit targeted youth into the program
- Outreach to and vetting of suitable businesses to provide workplace experiences.
- Coordination, scheduling and facilitation support of the 8 week Group Employment Workshops.
- Initial intake and assessment of youth interested in the employment program.
- Supervision of the Job developer/ Case Manager supervisor and workshop facilitators
- Financial management of program budget and project expenditures
- Work with Executive Director to manage third party agreements with employers.
- Approval and payments of skill enhancement training for participants.
- Promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.

Qualifications:

- Excellent experience working with vulnerable populations between the ages of 15 to 30.
- Knowledge and awareness of issues surrounding diversity and multiculturalism and vulnerable populations.
- Must be detail-oriented and accurate with an aptitude for working with numbers.
- Excellent computer skills and experience.
- Experience with individual counselling and coaching
- Excellent group work and facilitation skills.
- Excellent cross cultural communication and interpersonal skills.
- Excellent organizational skills and experience with maintaining office systems.
- Ability to work independently and as part of a team.
- Experience working in a community based organization an asset.

Hours of Work & Rate of Pay: 35 hours a week; \$21.36/per hour to \$22.66/per hour (dependant on experience)

Accountability: This position reports to the Program Director

Closing Date: September 18, 2019

Position Starts: As soon as possible

Please reply with resume and cover letter quoting the position you are applying for to: simoneg@burnabynh.ca