

Atlantic
Summer
Institute
on Healthy
and Safe
Communities



l'Institut
d'été sur les
collectivités
sûres et en
santé au
Canada atlantique

www.asi-iea.ca

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Job Description: Youth Leadership Coordinator

We are looking for an energetic, detail-oriented, bilingual young person to join the ASI team as the Coordinator of the Youth Leadership Program at the 2019 Atlantic Summer Institute.

The Atlantic Summer Institute on Healthy and Safe Communities (ASI) is hosting a bilingual, intergenerational forum from August 19-21 at the University of Prince Edward Island in Charlottetown, PEI with the theme ***Supportive Environments for Child and Youth Mental Health: Our Shared Responsibility***. A Youth Leadership program will be a key element of the Forum. For more information and to view the preliminary program for ASI 2019, visit www.asi-iea.ca.

Goal of the position: To create a dynamic leadership program for 20+ youth leaders (18-25 years old) from across Atlantic Canada that will integrate with the ASI Forum on child and youth mental health. The youth focused program will run from the evening of August 18 through the day of August 19. Youth leaders will then participate in the full Forum. The Youth Leadership Coordinator will provide support and mentorship to youth leaders during the intergenerational learning that will take place the evening of August 19 and the following two days, August 20-21.

Job Description: Youth Leadership Coordinator

The Youth Leadership Coordinator will work with a volunteer planning committee to develop the Youth Leadership Program, confirm funding to subsidize youth participation, recruit and communicate with youth from the Atlantic Region and coordinate the logistics of program delivery during the event and participate in the evaluation. The focus of the position, networks and context will provide an exciting work and learning experience and build skills that the Youth Leadership Coordinator can use in future employment.

The Youth Leadership Coordinator will report to and be mentored by the ASI Coordinator, and will work with a team to plan the *Youth Leadership Program* that will be held during the 2019 Forum. Following the event, her/his role will be to compile a report with recommendations.

Duties of the Youth Leadership Coordinator include:

- Working with a committee to plan the Youth Leadership Program
- Reporting on progress against critical path and budget

- Liaising with and supporting sub-committees, partner organizations
- Recruiting youth leaders and managing inquiries and the application process
- Seeking sponsorships
- Communicating with the venue re event requirements, e.g. AV, translation, meals
- Communicating with selected youth leaders re the registration for ASI 2019
- Preparing communications and liaising with the ASI Communications Committee to promote the events, including providing content for the website, social media and web based tools
- Supporting overall ASI event planning and office management as needed
- Managing logistics of the Youth Leadership Program on site
- Writing a final summary report.

Qualifications: Experience in youth leadership, program planning and delivery. A demonstrated ability to work independently and with a team. Taking advice from a committee is essential, as is an interest in coordinating events and facilitating youth leadership. Graduation from a university or community college program preferred. Competence and fluency (oral and verbal) in French and English is required.

This position is funded thanks to the support of Canada Summer Jobs and to be eligible, participants must be:

- between 15 and 30 years of age at the start of the employment
- legally entitled to work according to the relevant provincial / territorial legislation and regulations
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (international students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents)

Terms of Employment: \$14/hr, 30 hours per week with some evenings required June 3 – August 31, 2019.

Location: The Youth Leadership Program will be coordinated through offices of The Quaich Inc. in Charlottetown, PEI.

Application Deadline: Please submit a cover letter and resume to info@asi-iea.ca by **Friday, May 17, 2019**.

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Context:

The Atlantic Summer Institute on Healthy and Safe Communities (ASI) is a bilingual, not-for-profit organization with a mission to serve as a catalyst for social change, ultimately resulting in more inclusive and sustainable Atlantic Canadian communities. Annually, ASI hosts events which bring together innovators and organizations which strive for social change through public policy and community action. This includes people working in social development, justice, education, health promotion, community safety, and disease and injury prevention, who share knowledge, learn, and develop skills for creating and maintaining healthy and safe communities. ASI has been hosting summer programs since 2004 in Charlottetown, PEI. ASI was incorporated on PEI in 2008 and is guided by a Board of Directors. Patsy Beattie-Huggan serves as the Coordinator of ASI.

A Youth Leadership Program is an integral component of each ASI program, as we work to hear the voices of youth and enhance their capacity as leaders. This work requires a Youth Leadership Coordinator.

Youth leaders participating in the program will:

- Engage in leadership training activities with peers from across Atlantic Canada
- Reflect on the opportunities and challenges associated with promoting mental health
- Hear and respond to current evidence on the links between child and youth mental health and their social, cultural and physical environments
- Incorporate young people's perspectives into discussions with practitioners and decision makers from many different sectors
- Develop ongoing channels/networks for youth engagement to improve child and youth mental health during and after ASI 2019

Learning Outcomes - Youth Leadership Coordinator

At the completion of the summer job, the Youth Leadership Coordinator will:

- Be fully adept at event planning - managing the details and logistics of activities for youth ages 18-25 in both official languages; integrating the learning and mentoring with participants of other age groups.
- Be familiar with event management processes from start to end, in context of a community-based organization.
- Have learned to use relevant event planning tools, administrative tools and software.
- Have developed enhanced communication, marketing, and interpersonal / relationship skills working with people from a variety of disciplines and cultures.