

The North Shore Women's Centre is currently looking for a dedicated individual to help build our team in the position of Youth Empowerment Summer Program Assistant. This temporary position presents an exciting opportunity to work in a multi-faceted and dynamic organization committed to gender equity and social justice while supporting women, girls, and gender diverse individuals across our community. Through this position you will learn to build skills in client service, communications, teamwork, digital skills and leadership.

## **Job Description**

With financial support from the Government of Canada's Canada Summer Jobs program, we are hiring for a 16-week work placement. Following Canada's Summer Jobs program guidelines, the candidate has to be a Canadian citizen and be 15 to 30 years old, to apply for this position. Work hours are typically 9:30 a.m - 4:30 p.m. Monday-Friday for 35 hours/week at \$20/hr. We encourage applications from individuals identifying as women, trans and gender diverse, BIPOC, 2SLGBTQIA+, and across spectrums of ability. The Youth Empowerment Summer Program Assistant will be supporting the organization in program coordination and delivery by undertaking the following primary tasks:

## **Tasks and Responsibilities**

1. Young Women's Empowerment Camp Logistics Coordination: Assist with the coordination and delivery of the organization's summertime Fearless: Girls' Empowerment Camps for youth ages 10-17. Tasks involve:
  - Conducting participant outreach, intake, orientation, and evaluation.
  - Purchasing camp materials
  - Coordinating the logistics of out trips
  - Participating in camp sessions and providing on-site logistical and facilitation support.
  - Documenting camp experience through photos and videos and creating a promotional video.
  - Planning and implementing a camp meal program.
  - Maintaining program database and records.
  - Tracking program budget according to funding allocations.
  - Completing program accountability reports and assisting with funding applications for future programming.



· Working closely with the Camp Facilitator to support with the logistics of the summer camp

2. Resource Centre Support: Supporting participants and assisting in the organization of the resource centre facility on a daily basis.

· Providing information, referrals, and emotional and practical support to participants by phone, email, and in-person.

· Researching current community and government services supporting participants.

· Gathering and organizing resource materials in the centre and online.

· Supporting participants to access resource centre services including emergency food and toiletries, computers and office equipment, laundry facility, library, and resource materials.

· Receiving, organizing, and acknowledging in-kind donations to the centre. Keeping resource centre space organized and maintained.

· Assisting in organizing special events, projects and information tables.

3. Workshop Coordination: Coordinating introductory public education workshops on a variety of informative topics. The workshops will take place on dates when the summer camp is not taking place.

· Identifying topics of interest and benefit to centre participants and community members.

· Recruiting and liaising with workshop facilitators.

· Developing and distributing workshop promotional materials.

· Coordinating registration and workshop logistics – online or in-person.

· Attending workshops and observing and recording activities, facilitation, and participant engagement.

· Conducting program evaluations and reporting.



## Skills and Qualifications

- Some post-secondary education in fields such as: gender, race, sexuality, and social justice; Indigenous studies; psychology; sociology; social work; counselling; communications; community development; education; or related studies.
- Awareness of issues affecting diverse groups of women, Trans, and gender-diverse individuals from an intersectional feminist, anti-oppressive, and trauma-informed perspective, including an understanding of gender-based violence, and a willingness to learn.
- Prior experience working with women, youth, and people of marginalized genders in a support capacity including ability to demonstrate empathy, active listening, patience, critical thinking, problem solving, and boundary setting.
- Strong computer skills, including familiarity with social media platforms, Microsoft Office and Google Suite.
- Superior skills in coordination, organizing, written and verbal communication, time-management, and self-direction.

## About NSWC

Since 1973, the North Shore Women's Centre has worked to improve the social, economic, legal, and political status of women, and encouraged and supported self-empowerment by acting as a resource and a catalyst for change, from feminist perspectives. Located on the unceded Traditional Territories of the Musqueam, Squamish and Tsleil-Waututh Nations, the organization operates a drop-in resource centre welcoming women and gender diverse individuals, including those who identify as Trans, Two-Spirit, and/or gender non-binary. We particularly support those individuals who are isolated, marginalized and/or living with low incomes to help address concerns regarding poverty, gender-based violence, safe and affordable housing/homelessness, physical/mental health, separation, parenting, discrimination and systemic oppression, employment and training, childcare and more. Each year the North Shore Women's Centre has 7,000-8,000 service contacts. For more information, please visit our website: [www.northshorewomen.ca](http://www.northshorewomen.ca)



## To Apply

If interested in applying, please send a cover letter and résumé to: [michelle@northshorewomen.ca](mailto:michelle@northshorewomen.ca). Deadline for application is **Sunday April 21st, 2024** at 11:59 pm, and the position begins on May 11th, 2024. We kindly thank all applicants; only successful candidates will be contacted.

## Industry

- Individual & Family Services

