



Job Description - Program Coordinator (Volunteer)

Who We Are:

Urban Minds is a Canadian non-profit organization with a mission to create meaningful ways for youth to shape equitable and sustainable cities. At Urban Minds, we want to transform youth engagement for city-building projects from being a tiresome chore into an inspiring journey. We want to change the perception of youth as lesser, passive participants to that of youth as capable, active co-creators.

We help municipalities and civic organizations to better connect with youth and design youth-friendly spaces, programs, and services. We help our clients develop effective recruitment strategies and identify incentives to get youth involved. Founded in 2016, our team has directly worked with hundreds of students from more than 50 schools across the Greater Toronto Area. Through our 1UP Youth City Builders Program, we inspire and equip high school students to lead their own community design-build projects and co-design spaces with our clients.

Overcoming barriers is both our work and our culture. We believe our team should reflect the diverse communities we serve. Our collective creativity rises from inclusion across age, race, gender, identity, and experiences. We invite you to bring your unique perspectives to enrich our organization.

Why We're Hiring:

As we expand the scope of our services, we believe our team also needs to grow to keep up with the work. Specifically, we are looking for an awesome human being who will support our 1UP Youth City Builders program, working with high school students and municipalities, civic organizations, and architecture/planning firms.

While we are currently a volunteer-run organization, we strive to deliver high-quality professional work as one would in a more established organization. In fact, we are gearing up towards transitioning into a full-time, paid staff team in the future.

What You Will Do:

As a Program Coordinator, you will report to the Co-Founders and support the team in the following:

- Develop youth programming, including the 1UP Conference, Leaders Lab, School Chapters, design competitions and other events, in consultation with 1UP executive team
- Support the Co-Founders in biweekly meetings with 1UP executive team
- Review 1UP executive team deliverables, including but not limited to marketing materials, budgeting, event scheduling, and external emails
- Communicate professionally with 1UP executive team, Urban Minds team members, partners and the public
- Organize and deliver 1UP events, on-site when required



What We're Looking For:

You may be a good fit for this position if:

- You are passionate about meaningful community engagement, especially with youth
- You are knowledgeable about the city-building landscape of the Greater Toronto Area and have a basic understanding of the stakeholders and processes in urban planning
- You have an eye for good design, and any experience working with graphic design programs such as the Adobe Creative Suite would be an asset
- You enjoy and are comfortable working with youth (ages 13-19)
- You are an approachable and organized team player that we can count on
- Above all else, you have a strong sense of curiosity and commitment to show up and learn as you go

What You Will Gain:

- Event planning skills and experience organizing workshops and design competitions
- Opportunities to attend and/or present at conferences and events, and to network with other professionals
- A space for you to break the mold and try new ways of doing community engagement

Time Commitment:

Approximately 5 hours/week, flexible

Location:

During the COVID-19 pandemic, all meetings and work will be done online. When it is safe to meet in person again, you may be required to occasionally travel within downtown Toronto and the GTA for meetings and events.

Other Requirements:

- Valid police check/vulnerable sector screening (fees covered by Urban Minds if hired)

How To Apply:

Please send your resume and cover letter to hello@urbanminds.co with the subject line **“Program Coordinator - [Name]”** by **11:59 PM on Friday, January 21, 2022..**