



Role Description - Program Coordinator (Volunteer)

Up to 2 positions based in Kitchener-Waterloo, ON

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 over 1,000 students in Ontario. 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 Recruiting:

We are looking for awesome human beings who will support the expansion of our 1UP Youth City Builders program, working with high school students and municipalities, civic organizations, and architecture/planning firms in Kitchener-Waterloo, Ontario.

Our organization is embarking on an exciting period of growth. We are undergoing a transition process from an entirely volunteer-run organization to a larger team of both paid staff and volunteers. This transition will enable us to deliver high-quality work while providing professional development opportunities to every team member.

What You Will Do:

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

- Develop and deliver youth programming, including the 1UP Conference, Leaders Lab, webinars, and other local events on-site when required
- Support local school chapters, recruit and coordinate with school chapter leaders and mentors
- Mentor high school student volunteers in the 1UP Creatives team in developing educational and marketing materials
- Coordinate with other Urban Minds team members to publish marketing materials



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 based in Kitchener-Waterloo (i.e. you live, study, or work there)
- You are knowledgeable about the city-building landscape in the region and have a basic understanding of the stakeholders and processes in urban planning
- You have experience with event planning and delivery
- You are comfortable with public speaking and workshop facilitation
- You are a strong writer with experience writing in different formats
- 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:

- Program/event planning skills and experience organizing workshops and conferences
- Opportunities to attend and/or present at conferences and events, and to network with other professionals
- \$100/year to support your professional development, e.g. conference or workshop tickets, online training modules, professional association memberships, etc.
- A space for you to break the mold and try new ways of doing community engagement

Time Commitment:

Approximately 5 hours/week, flexible

Location:

Most meetings and work will be done online. You may be required to occasionally travel within Kitchener-Waterloo and to Toronto for meetings and events.

Other Requirements:

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

How To Apply:

Please send your resume and cover letter to hello@urbanminds.co with the subject line **“Program Coordinator, Kitchener-Waterloo - [Name]”** by **11:59 PM on Friday, May 31, 2024**. Please note that only candidates selected for an interview will be contacted.