



Job Description - Youth Development Coordinator (Canada Summer Jobs)

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 500 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. With the support of the Canada Summer Jobs program, we are pleased to offer this paid position.

In order to qualify for this position, you must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work in Ontario



What You Will Do:

As a Youth Development Coordinator, you will report to the Co-Founders of Urban Minds and support the team in improving and scaling up the 1UP Youth City Builders program, a leadership program designed for youth ages 13-18, equipping them to become the next generation of city builders and community changemakers. Your responsibilities will include:

- Working with volunteers and participants to plan for the 2022-2023 program year, and particularly, identify areas of improvement in the program and implement solutions
- Collaborating with sponsors and partner organizations (e.g. municipalities, urban planning/architecture firms) to identify opportunities and develop content to support the program, which may include writing proposals and presenting at meetings
- Creating a scaling plan with actionable steps to help the 1UP Youth City Builders program reach more youth in different communities, which may include presenting at schools and other youth settings

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 strong understanding of the stakeholders and processes in urban planning
- You have excellent written and verbal communication skills and are comfortable making presentations to both small and large audiences
- You have experience planning and delivering youth and/or leadership programs
- You enjoy working with youth (ages 13-18)
- You are a doer and a 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:

- Unique and transferable skills and experience in community engagement, program planning and project management
- Peer learning and training opportunities in areas such as urban planning and community engagement
- Opportunities to present and network at conferences and events
- A space for you to break the mold and try new ways of doing community engagement

Time and Location:

- This is an 8-week position from May to July 2022, 35 hours per week
- There will be evening and weekend meetings as required, but otherwise you will have the flexibility to set your own work schedule
- You will mostly be working remotely from home, but will also need to travel to schools and other locations within the GTA



Compensation:

- \$18.00/hour

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 “**Youth Development Coordinator - [Name]**” by **11:59 PM EST on Monday, May 9, 2022**. Please note that only candidates selected for an interview will be contacted.