



## **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 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 Hiring:**

We are looking for an awesome human being 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 southern Ontario, particularly in the Greater Toronto Area, Hamilton, and Kitchener-Waterloo.

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.

### **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-Executive Directors of Urban Minds and primarily support the team in improving and scaling out 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 2024-2025 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, creating digital graphics, and presenting at meetings
- Visiting schools to deliver workshops and promote the program to students and teachers

### **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, Hamilton, and/or Kitchener-Waterloo
- You 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 9-week position from May to July 2024, 30 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, Hamilton, and/or Kitchener-Waterloo (travel costs will be reimbursed)



**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](mailto:hello@urbanminds.co) with the subject line “**Youth Development Coordinator - [Name]**” by **11:59 PM EST on Monday, May 6, 2024**. Please note that only candidates selected for an interview will be contacted.