



**JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.**

## **YOUTH EMPOWERMENT COORDINATOR**

---

<b>Organization:</b>	Plan International Canada
<b>Reports to:</b>	Manager, Youth Empowerment
<b>Location:</b>	Toronto
<b>Status:</b>	Full time, two-year contract (May 2019 - April 2021)

### **About You**

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries and in Canada? Are you a quick learner?

Are you an exceptionally organized and detail-oriented individual? Are you passionate about supporting young people in achieving their goals? Are you a trusted team member with a collaborative working style and an ability to multi-task?

The Coordinator, Youth Empowerment will play an integral role supporting initiatives that engage young people throughout Canada as advocates for gender equality and children's rights. The Coordinator will support the team's strategy to Ignite the Movement as part of our overall organizational strategy: 20 Million Reasons.

### **The Position**

- Be a part of Plan International's dynamic Youth Engagement team, responsible for supporting the Girls Belong Here Initiative and other Youth Empowerment programs.
- Support the large-scale growth of the Girls Belong Here initiative, including working directly with a national network of passionate young people interested in leadership and advocacy.
- Work with cross-functional departments and external stakeholders to support the expansion of the Girls Belong Here initiative to offer a variety of opportunities for youth participants including mentorship and summer internship programming.
- Support and facilitate dynamic workshops and trainings for youth supporters and other Plan staff.
- Collaborative and inclusive approaches to work are critical factors for success.

### **What does success look like?**

- An independent worker who can multitask to support growing youth empowerment programs.
- A strong communicator who can work with a cross-functional team, and a group of youth supporters, to executive initiatives and events as part of the Girls Belong Here initiative.
- Support the development and delivery of trainings for youth supporters and Plan staff.
- Support the planning and execution of the Girls Belong Here initiative, including but not limited to:
  - Management and implementation of the application and selection process
  - Coordination of logistics including travel and accommodation booking for youth participants and staff
  - Organization and facilitation of comprehensive preparatory weekend trainings with youth
  - Support in the planning and execution of day of events include day of schedule creation
- Collect and compile feedback to support reporting to funder.
- Assist with content collection and creation of important public facing resources.
- Other duties as required.

### **As our ideal candidate you will have:**

- Successfully managed, or executed, large scale projects, including coordinating logistics such as booking travel and venues, tracking expenses, and sending communications.
- Experienced leading dynamic and interactive presentations or workshops.
- Strong written communication skills with experience writing clear communications, such as newsletters, resources, etc.
- Demonstrated strong organizational skills and ability to multi-task.
- Demonstrated experience as a self-starter and independent worker.
- Proven ability to create meaningful relationships with young people.

### **Why a career with Plan International Canada?**

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: [plancanada.ca](http://plancanada.ca).

**How to apply:**

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your resume and cover letter to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by **March 24, 2019**. Please reference **Coordinator, Youth Empowerment** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Safeguarding Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

**Thank you for your interest in a career at Plan International Canada!**