



WE ARE HIRING

YOUTH PROGRAMS COORDINATOR

We are hiring for the above position.
Please see the details below.



APPLY NOW

JOB POSTING

Position Title: **YOUTH PROGRAMS COORDINATOR**

Position Type: Full Time (35 Hours/Week) + Mandatory Benefits

Duration: Fixed Term Contract for 1 (One) Year with Possibility of Renewal

Location: Peel Region

African Community Services of Peel (ACS) is a not-profit community based charitable agency that serves the settlement needs of the Black/African community in Peel. We work to advance the well-being and social integration of newcomers by providing a full range of outreach, support, counselling, information and referral services.

The agency's offices are located in Brampton. We are currently looking for a qualified person to fill the position of **Youth Programs Coordinator**. The incumbent will work closely with the management team to support the successful coordination and delivery of all youth programs at ACS.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THE POSITION:

- Working with the management team, to oversee the design and implementation of programs or activities to support all aspects of youth engagement and leadership development.
- Assist with planning and coordination of ACS' youth programs and related activities.
- The program coordinator will be responsible for developing effective programs, overseeing activities and details, and measuring overall success.
- Work with youth workers in the agency to ensure that youth and their families are provided the support and services they need to ensure positive outcomes for the youth.
- Facilitate positive relations between youth programs, the public and other staff/programs within the organization.
- Support youth workers in the roles as necessary.
- Ensure the marketing and promotion of all youth programs and activities using the agency's social media outlets and other promotional tools and resources.
- Inform senior management and assist in procurement of program resources and technology needs of all youth programs.
- Ensure successful and timely program monitoring, data collection and reporting on youth programs.
- Monitor successful implementation and achievement of all youth programs' deliverables to ensure program growth and sustainability.

- Work with the management team in researching youth program funding and assist in the development of youth program funding applications.
- Develop and maintain youth programs' records, data and reports.
- Participate in regularly scheduled internal meetings to update and share program updates.
- Participate in interagency meetings to represent ACS at inter-agency meetings relating to youth issues.
- Ensure evaluation of all youth programs and generate evaluation reports.
- Perform other relevant duties as assigned or required.

REQUIRED QUALIFICATIONS AND SKILLS:

- Post-Secondary Degree or Diploma/Degree in a social service field or youth justice worker program is preferred with at least 2 years' experience in program management/coordination.
- Proven youth program supervision skills.
- Previous experience working with newcomers to Canada or other vulnerable populations.
- Demonstrated ability to establish rapport, credibility and build strong relationships with staff, clients and external stakeholders.
- Excellent communication, organizational and interpersonal skills.
- Must be a team player with ability to work with other agency staff.
- Must be detail oriented with ability to maintain client data and generate program reports.
- Ability to show compassion and empathy to clients.
- Strong sensitivity and knowledge of issues facing black youth in Peel.
- Strong ability to maintain client confidentiality.
- Ability to monitor programs, conduct evaluation and generate program reports.
- Ability to work in fast paced environment and meet deadlines.
- Excellent problem-solving skills, solid interpersonal skills, as well as written and verbal communication skills with ability to meet deadlines.
- High proficiency in Microsoft Office Package (Word, Excel, Outlook, and PowerPoint).
- Ability to speak an African language and sensitivity to issues facing Black/African youth will be an asset.



Remuneration: Competitive Salary based on industry standards and experience, plus mandatory benefits.

Please submit your resume and cover letter in confidence to email below and reference **Youth Programs Coordinator** in subject line:

Email: info@africancommunityservices.org

Deadline for Submitting Application: March 20th, 2024

We thank all interested applicants; however, only those selected for an interview will be contacted. No Phone Calls, Please.

