



**Youth Week and Projects Coordinator**  
**Part-time (20 hours per week), 5 month contract**

**Deadline: Wednesday January 21, 2008, 5 PM**

**Responsibilities:**

- Plan and implement Youth Week 2009 including a launch before May 2009, extensive outreach to youth groups across Canada, maintenance of the Youth Week website, continuation of the Youth Week newsletter, and organization of a Toronto Youth Week Steering Committee to host a Toronto Youth Week event
- Extensive follow-up to Youth Week 2009 including communication with project and event organizers, sending out post-Youth Week updates and producing a final report
- Develop a database of youth organizations across Canada that have participated in Youth Week 2009, or that have the potential to participate the following year
- Visioning and planning with the Programs Co-ordinator and Board of Directors around potential new projects
- Give support (creative, logistical and structural) to Youth Action Network projects and co-projects including Youth Action Forum, Resource Action Centre, Ruckus! Anti-Racism Conference, Creative Activism Workshops
- Recruiting new volunteers for projects listed above, and organize training and learning opportunities for volunteers, YAN members, and other youth.
- Attending meetings outside in evenings or weekends, with a minimum 2-hour credit towards working hours.
- Initiating and managing new events or projects as approved by the Board of Directors.
- Update the YAN and Youth Week website on a weekly basis
- Producing a final report on the outcomes of all projects undertaken, as well as recommendations for future projects.
- Provide training and support to new staff upon termination of your term at YAN

**Qualifications:**

- Strong communication and outreach skills
- Solid knowledge and experience working within an anti-oppression framework
- Self-directed and self-motivated
- Strong networking skills
- Experience working with youth volunteers
- Experience planning and implementing conferences, workshops and events
- Knowledge of existing youth organizations, groups and networks
- Experience working with funding organizations and groups an asset
- Experience with creating and maintaining websites an asset



**Job Details:**

- Part-time: 20 hours per week
- 5 month contract with possibility of renewal/extension
- \$12.00/hour plus monthly benefits
- Flexible hours (evenings, weekends)

Youth Action Network (YAN) is a non-profit organization run fully by youth, for youth. We are dedicated towards motivating and empowering young people to take action on social justice and environmental issues that concern them. As a fully independent organization, YAN is committed to ensuring that youth play an integral role in their communities. To this end, YAN runs several projects aimed at educating and empowering youth, connecting them with the resources they need to take action.

Youth Action Network is an equitable opportunity employer and we welcome applications from equity-seeking individuals.

**Application Deadline: Wednesday January 21, 2009 by 5:00pm**  
**Start Date: Monday February 2, 2009 (negotiable)**

Please email resume and cover letter to:

**[hiring@youthactionnetwork.org](mailto: hiring@youthactionnetwork.org)**

*YAN would like to thank all applicants for applying but only those selected for an interview will be contacted*

For more information about Youth Action Network, please visit our website:

**[www.youthactionnetwork.org](http://www.youthactionnetwork.org)**