

Youth Project Support Coordinator (Short-term contract)

Opportunity:

Foundry is looking for a part-time Youth Project Support Coordinator for a short-term contract (February 2023 – July 2023) to help develop and manage the adjudication process for youth education awards.

Summary:

Foundry Work & Education program at Foundry, partnered with Coast Capital Savings Federal Credit Union to manage the adjudication and intake process for three of their Youth Education Awards that support individuals who are pursuing post-secondary education and who have stayed committed to their education through adversity (such as financial difficulties, family issues, personal loss, lack of supports, or health challenges).

As part of this partnership, Foundry is looking for a Youth Project Support Coordinator to develop and lead the adjudication and selection process. The coordinator will report to the Foundry Work & Education Manager, and be supported from members of Foundry Central Office, including the Communications, Youth Engagement and Peer Support teams. In an effort to bring youth voices into this process, the preferred candidate will engage youth in the development of this process and establish a small adjudication panel of young people from the Foundry network. As this is the second year of this partnership, this posting offers an opportunity to help establish the process from the ground-up.

Hours & Length of Contract:

This is considered a part-time contract, beginning mid-February 2023 and ending approximately July 31, 2023. Approx. 30hrs/week; hours will be determined with the Manager.

Payment:

Payment will be based on an hourly rate up to a maximum of 400 hours for term of the contract (February 2023-July 2023). Frequency of payment will be discussed and determined based on coordinator's preference (e.g. bi-weekly or monthly).

Deliverables will include:

- Establishment of adjudication process
 - Establishing an adjudication panel of young peers, ideally youth peer supporters from the Foundry network
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 - Revision of draft application form using a strengths-based approach
 - Review of selection criteria for awards
 - Development of a transparent selection and adjudication process
 - Engaging young people in these steps and incorporating their feedback and ideas



- Review and intake of applications
 - Reviewing applications as they come in
 - Leading adjudication panel and process
 - Supporting panel members as needed
- Debrief and review adjudication process to inform next year's awards cycle
 - Engaging adjudication panel and colleagues at Foundry central office in a debrief process to document learnings to inform next year's education award cycle
- Related administrative duties including registering panel participants, facilitating honoraria payments, etc.

Timeline:

February, 2023 - Hire Youth Education Project Support Coordinator

March, 2023 – Nomination submissions

May, 2023 – Adjudication process

July, 2023 – Education award presented to recipients

Qualifications:

- Current employees of Providence Health Care are not eligible for this role
- Excellent communication and time-management skills
- Peer support training or similar training
- Mental Health First Aid or similar training
- Familiarity of Foundry preferred
- Able to prioritize and work independently
- Access to internet and computer required
- Familiarity with Microsoft Office programs
- Strong project coordination or management skills would be an asset

Applications:

If you are interested in this opportunity, please email FWEP@foundrybc.ca with the following information:

- Your current resume
- Introduction of yourself
- Availability and potential start-date

The deadline to apply for this position is **March 7, 2023**.

