



Program Facilitator

What does a Program Facilitator Do?

The role of the PF is to support youth during times of crisis and transition as well as deliver quality programming to multi-barriered youth. The PF will work with Program Manager, other PFs and Leadership youth to co-facilitate a thirty-week Media Arts Program, community outreaches on violence prevention/intervention and coordinate 3-8 week long Violence Prevention Committees. The PF connects with and acts as a role-model for youth, particularly Indigenous, newcomer, racialized youth, and ensures they feel safe, included and connected to the LOVE space and programs.

The Program Facilitator is accountable to the Program Manager and Executive Director.

The PF must be self-motivated, adaptable, a strong and energetic facilitator, and trained in anti-oppression models/theory. The PF must also be flexible, able to work irregular hours, and enjoy the challenge and excitement of working in the non-profit sector.

If you think this sounds like you, we encourage you to apply!

Requirements

- A minimum of 2 years experience in facilitation
- Peer-support/counseling training and experience
- Extensive experience working with diverse and/or multi-barriered youth
- A strong understanding of anti-oppression frameworks and creating safe and inclusive spaces
- Valid First Aid/CPR certification

Asset Qualifications

- Direct experience collaborating with members of different cultural communities
- Strong technical media skills (e.g., photography, journalism, film, spoken word, visual arts etc.)
- Non Violence Crisis Intervention Certification and /or ASSIT Certification

Responsibilities

- ***Priority Area of Responsibility***
Supporting youth through crisis/difficult transitions and experiences; connecting with youth, particularly youth who self identify as Indigenous, racialized, LGBTQ2S/ non binary; and creating a safe and inclusive space for young people.
- ***Programming***
Manage and deliver programming, both alone and as a team, including supporting youth in media making; supervise and support youth; deliver outreaches and lead Violence Prevention Committees in tandem with youth



leaders, supporting their development as facilitators; attend LOVE camp as staff; attend team meetings and assist with events. Support in LOVE & BYRC program collaborations.

- **Community Development/Public Relations**

Act, along with youth, as a spokesperson of LOVE BC; establish new relationships with potential partners and youth; provide outreaches to the community; and ensure youth have adequate support to do outreaches

- **Reporting**

Provide frequent reports to the Program Manager and /or Executive Director. Maintain accurate records for programming; maintain accurate records and reporting for youth; completion of time sheets and other administration, and complete program expense information.

Working Conditions

Open (shared) office, casual working environment, team approach, flexible hours to accommodate attendance at weekend and evening events. Program travel is required to other locations.

Salary

\$15,600/year for 15 hours a week (with the possibility of increased hours dependent on funding) Programming takes place Monday through Thursdays generally between 2-6pm. Must be available to facilitate 2 program days

Criminal Record Check

As an organization working with youth, the successful candidate's position will be conditional on an acceptable criminal records check.

Anticipated Start Date: Monday September 23, 2019

To Apply: Please forward your PDF or Word format resume and cover letter to jobs.lovebc@gmail.com with subject line "**Program Facilitator Position**".

Applications due by Wednesday September 4th, 2019 at 5pm PT

Due to the anticipated volume of applicants, only individuals selected for interviews will be notified. Interviews will be held on September 13th, 2019. Further information about us can be found at www.loveorganization.ca/bc

LOVE BC's hiring practices reflect the communities we serve. We strongly encourage applications from Indigenous people, people of colour and others facing systemic barriers to employment.



Office and Communications Coordinator

What does an office and communications coordinator do?

LOVE BC is a small and dynamic charity seeking a part-time (15/week) Office and Communications Coordinator (OCC).

The role of the OCC is to support the organization (e.g. staff, volunteers, youth participants, etc.) by providing administrative expertise and implementing clerical systems, procedures, and policies. The OCC is often the first point of contact for community partners and donors.

A typical workday is from 9am to 5pm, Monday to Friday, but may include occasional evening and weekend work. This position requires availability of two 7.5 hours days.

The OCC is accountable to the Executive Director and the LOVE Board of Directors.

Areas of Responsibility

Communications

- Providing timely and courteous response to inquiries received by email, phone and in-person.
- Maintaining a social media presence that appeals to our diverse audience (youth, partners, funders) and is consistent with LOVE's values and mission
- Ensuring our website content is up-to-date, engaging and visually appealing
- Assisting in graphic design of reports and agency material i.e. annual report, event invitations
- Scheduling meetings and workshops, assisting with organizing events, and contacting partner organizations

Administrative Support

- Entering data, managing invoices, and receivables, and creating summary reports on occasion.
- Maintaining and organizing office files and filing systems
- Assist with training, managing and scheduling volunteers
- Providing additional administrative and office management support, as needed
- Supporting the staff team with program preparation, including assisting with preparing meals and clean up
- As needed, providing referrals to youth accessing LOVE's office or the Broadway Youth Resource Centre

Required Qualifications/Experience

- A minimum of 2 years experience in administrative support
- Strong computer skills including proven experience with MS Office applications (Word, Excel, etc.) and Adobe Suites (Photoshop, InDesign)



- Fluency with both Mac and PC operating systems (Mac predominantly)
- Work experience with accounting systems such as Sage 50 (Simply Accounting) or other similar software, and managing invoices, and receivables.
- Comfort with using social media applications (such as Facebook, Twitter, HootSuite, Instagram, YouTube, and website applications)
- Excellent written communication abilities and editing skills, particularly concerning writing and designing newsletter, annual reports, and promotional materials.
- Excellent time management skills and able to support other team members with social media content, report content and graphic designs etc.
- Able to work in a high energy, youth focused, sometimes loud, open office environment with many distractions.
- Solution-based problem solving methodology
- Knowledge of anti-oppression frameworks and a commitment to exploring the practice further

Asset Qualifications

- Experience working with youth, particularly youth who face multiple barriers
- Graphic design skills
- Technical media skills (e.g., photography, film, editing etc.)
- A valid class 4 or 5 BC driver's license

Salary: \$20/hour for 15hours per week and generous vacation time.

Criminal Record Check: As an organization working with youth, the successful candidate's position will be conditional on an acceptable criminal records check

Anticipated Start Date: Monday September 30th, 2019

To Apply: Please forward a **PDF** version of your resume and cover letter to jobs.lovebc@gmail.com with the subject line "**Program Manager Position**".

Application closing date: Thursday September 5, 2019 at 5pm PT.

Due to the volume of applicants, **only** individuals selected for interviews will be notified. Interviews will be held on Sat. September 14, 2019. Please do not contact LOVE BC to inquire about the status of your application.

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