

## Youth and Community Outreach Coordinator – *part-time*

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### Internal Posting

**Title:** Youth and Community Outreach Coordinator

**Department:** Communications and Advocacy

**Status:** Part-time (2-year team with the possibility of extension)

**Location:** Ottawa, ON (with the option to virtually anywhere in Canada)

**Immediate Supervisor:** Manager of Communications and Advocacy

**Salary:** \$25.20/hour

**Application Deadline:** Aug 26, 2022; 11:59pm EST

### About the Canadian Centre for Gender and Sexual Diversity (CCGSD)

The Canadian Centre for Gender and Sexual Diversity (CCGSD) intersectionally promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation in all its forms on a national level through services in the areas of education, health, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give the tools to wider populations in building allyship. For more information, please visit our website at [www.ccgdsd-ccdgs.org](http://www.ccgdsd-ccdgs.org). The CCGSD strongly believes in equitable practices, and as such, strongly recommends that individuals of gender, ethnic and sexual minorities apply.

CCGSD offers an optional benefits package, but most importantly, we offer the opportunity to be part of a national movement to end discrimination. If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want you on our team!

### SCOPE OF THE POSITION:

Reporting to the Manager of Communications and Advocacy, the Youth and Community Outreach Coordinator will work in close collaboration with other CCGSD staff to support the work of growing the organization's presence within communities and youth groups across the country. Their role will be integral in informing, designing, and implementing aspects of the youth engagement strategy. They are responsible for identifying strategic opportunities to implement youth engagement initiatives to increase our visibility, reach and impact. The Youth and Community Outreach Coordinator will also take the lead in developing working relations with other youth-focused organizations and key stakeholders as well as linking to youth initiatives within the wider 2SLGBTQ+ movement in Canada.

**MAJOR RESPONSIBILITIES: (This is not an exhaustive list of duties to be performed)**

**The Youth and Community Outreach Coordinator will contribute to achieving organizational goals and objectives through the following:**

**Youth Engagement and Strategy**

- Provide leadership to the development and implementation of a national youth engagement strategy for CCGSD, focusing on public education and building relationships with key stakeholders
- Provide leadership to CCGSD on the design and implementation of initiatives that actively engage youth in advancing CCGSD's 2SLGBTQ+ rights focus
- Work closely with the Communication and Advocacy Department to develop materials, resources, and strategies to inform and engage youth in CCGSD campaigning and public education activities
- Support the design of digital engagement strategies to mobilize communities around CCGSD's key outreach moments, including boosting Calls to Action, in close collaboration with the rest of the Communications and Advocacy Department
- Build collaboration across departments and units to ensure aligned and cohesive public outreach activities.
- Contribute to monitoring and evaluation of CCGSD's public engagement activities, including collecting data analytics to track and analyze the digital reach and engagement of CCGSD's audiences
- Support the Communication and Advocacy Department's fundraising opportunities as time permits, ensuring the ongoing development and funding of new programs that engage youth in achieving

**Representation and Coordination**

- Provides leadership to the building of relationships with a range of allied youth groups and organizations working with youth.
- Act as a visible and dynamic ambassador for CCGSD with volunteers, allies and coalitions.

**Other**

- Such other duties as the CCGSD may reasonably assign to you from time to time, acknowledging that the CCGSD is a small business requiring a great deal of flexibility in the assignment of tasks and its expectations of its staff.

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**REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:**

- Post-secondary diploma or degree in a directly related discipline such as gender studies, communications, child and youth studies, adult education or an equivalent combination of education and volunteer experience.
- A minimum of two (2) years' work experience in designing, leading and delivering impactful public education and youth programming.

- Demonstrated knowledge of the latest trends, tools, platforms, and best practices relevant to engaging youth, young people, and adult allies, including virtual or hybrid settings.
- Proven capacity to work in an organized and self-directed manner as well as demonstrated capacity to work collaboratively with other staff and youth volunteers
- Ability to communicate complex issues in plain language to public audiences.
- Commitment to and knowledge of anti-oppression, equity in education, and issues related to 2SLGBTQ+ rights in Canada
- A thorough understanding of 2SLGBTQ+ rights issues in Canada, and issues related to equity in education as well as CCGSD's mission.
- Commitment to and knowledge of anti-oppression and issues related to 2SLGBTQ+ rights
- Ability to travel within Canada and internationally is required.
- Bilingualism (FR/EN) is a strong asset.

## **ABOUT YOU:**

You are interested in this role because you're passionate about working on 2SLGBTQ+ rights and advocacy by youth, for youth. You're someone who gets excited about digital youth engagement and building communities of youth advocates. You're comfortable developing projects, leading focus groups and other discussions, and networking with other youth-led and youth-serving organizations on behalf of the CCGSD. You're also someone who enjoys collaborating closely with teammates, and who can stay organized and focus on multiple projects at once. You're someone with experience and excitement around the arts, public history, or (ideally) both! Above all else, you're comfortable with dreaming big and seeing projects through from ideation to completion.

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**\*\* MUST be eligible to work in Canada \*\***

**TO APPLY**, please submit a resume and cover letter to [recruitment@ccgsd-ccdgs.org](mailto:recruitment@ccgsd-ccdgs.org), with the subject line: **Youth and Community Outreach Coordinator Application**.

The application deadline is **August 26, 2022 at 11:59PM**.

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.*

For additional career opportunities with CCGSD, please visit <https://ccgsd-ccdgs.org/careers/>

We welcome you to join the movement to end discrimination – sign up for news and updates today: <https://ccgsd-ccdgs.org/newsletter/>