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FOR YOUTH INITIATIVE External Job Posting

POSITION TITLE: CORE Lead
REPORTS TO: CORE Manager
DETAILS: 6 Month Contract-Full time
SALARY: \$40,000-42,000
CLOSING: March 18, 2016
INTERVIEWS: Conducted on a rolling basis
START DATE: Immediately

Organization & Program Description

The CORE (Centre for Organizational Resilience) department at For Youth Initiative (FYI) strives to build the capacity of youth-led initiatives and youth serving organizations through managerial and leadership training, organizational mentorship, network development and administrative support partnerships. Our vision is *to create a sustainable and responsive youth-led sector by building the capacity of youth-led organizations*.

CORE supports organizational staff and leadership to develop the skills, knowledge, and networks required to build organizational effectiveness and leadership capacity. We support youth-led organizations and young leaders to make positive impact and lasting change in their communities so they can have a stronger voice in the broader civic arena, and become life-long leaders in the non-profit sector.

Position Summary

The CORE Lead will closely work with CORE Manager and the team to provide wraparound organizational capacity building support to youth-led initiatives and young leaders (ages 18-29 years old) from diverse communities around the GTA, in particular, Peel, Halton, Durham and York. *Travel throughout those 4 regions will be required.

In this role you will provide various training sessions and one-on-one mentorship to support grassroots youth-led groups to learn managerial skills and knowledge, implement best practices, and develop infrastructure needed to build their organizational capacity. Network development will be facilitated through convening of regional subgroups, creating opportunities for participants to reflect, share challenges, exchange ideas and strategies for success. Local networks are developed through facilitated activities and intentional relationship building with organizational mentors, peer organizations, funders, adult allies and local businesses. Lastly, the Lead will complete the required monitoring and evaluation activities, work to improve programs based on feedback, and support the CORE Manager to author reports to our board and funders.



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Main tasks & responsibilities:

Intake and Assessment

- To conduct intake assessment with youth-led groups/organizations to examine strengths, challenges, goals, and relationships. Support each organization to set capacity building goals and to develop a learning plan

Training Facilitation & 1:1 Mentorship

- To customize curriculum and workshops based on intake assessments and regional/topical synergies among stakeholders identified to facilitate networks, relationships, and collaborations
- To host orientation session to share calendar of events, discuss expectations and grant requirements
- To organize, coordinate and facilitate monthly workshops with partners and stakeholders
- To organize and coordinate 1:1 mentoring sessions that are tailored to needs of each youth-led group
- To ensure follow up on assigned activities and progress of each group on their respective learning plans

Network Development

- To organize and mobilize community stakeholders to participate in quarterly regional networking events
- To promote and facilitate the development of collaborative relationships with local funders, employers, allies, and peers
- To outreach and engage organizational mentors invited to host and attend workshops and networking events
- To promote peer-to-peer learning and reflective opportunities for all groups
- To support grant writing sessions and webinar planning and development for youth-led grassroots groups
- To support the development of partnerships and networks among participants through a clear understanding of strengths and challenges, and hosting informal and dynamic spaces for learning

Evaluation

- To provide monthly feedback to ensure services are relevant, flexible and responsive, recognizing that recipients' priorities and needs will change and evolve
- To organize and coordinate formal evaluation check-ins
- To work with project stakeholders in developing an evaluation plan and coordinating a centralized data collection system
- To input evaluation data into data management tools

Administrative Duties

- To provide required reports on targets and progress to CORE Manager
- To complete necessary administrative work and other necessary documentation as required



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Required Qualifications:

Education:

- The minimum level of education preferred is a community college diploma in business, project management, education/adult education, human services and/or social studies (e.g. social services/social work, international development...).

Experience:

- Combined understanding of project management, whether business, non-profit, project or program management, and community work with young people (18-29 years of age). Experience with small organizations or entrepreneurship is an asset.
- Experience developing curriculum and facilitating training workshops in a non-profit and/or community-based (local or international) context
- Experience managing or working through change in a dynamic work environment
- Experience working from an outcomes-based perspective and a thorough understanding of evaluation and data collection
- A demonstrated ability to work within culturally diverse communities and commit to an anti-oppressive, anti-racist framework
- An understanding of the community-based social service sector and of the challenges facing community-based organizations
- Strong administrative, organizational and time-management skills, communication skills, and the ability to multi-task
- Proficiency working with Microsoft Office and social media; experience with NationBuilder considered an asset
- Knowledge of grassroots youth-led initiatives and youth-led sector considered an asset
- Experience working in the Greater Toronto Area, and in particular, knowledge of community resources and/or working experience in Halton, Peel, York & Durham Regions considered an asset
- Access to own vehicle a definite asset

Core Competencies:

- Demonstrated ability to work independently with minimal supervision
- Demonstrated initiative and commitment to continuous learning
- Demonstrated high degree of good judgement, professional manner, empathy, and strong understanding and application of ethical principles
- Acceptance and use of constructive criticism for personal and professional growth
- Demonstrated ability to work cooperatively with other professionals and community
- Demonstrated ability to work positively in a team environment

Other Requirements:

A successful clearance of criminal record verification will be required when necessary for the position.



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How to Apply

Please send your **cover letter, resume, three references in one document** using an **MS Word or PDF format** by e-mail to:

ATTENTION: CORE LEAD HIRING COMMITTEE

For Youth Initiative
1652 Keele Street
Toronto, Ontario M6M 3W3
Email: hr@foryouth.ca

Closing date for applications is March 18th, 2016 at 5:00pm.

For Youth Initiative is committed to employment equity initiatives. We encourage residents of York- South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBT and disabled community groups to apply and self-identify.

NO PHONE CALLS PLEASE