



**Employment Opportunity
Program Coordinator for Next UP British Columbia**

Next UP is a national leadership program, primarily for young people age 18-32, who are committed to social, economic and environmental justice. We currently have programs in Vancouver, Edmonton, Calgary, Saskatchewan, Winnipeg, Toronto and Ottawa.

Our goal is to build and support a network of people doing justice work in Canada in many sectors, and at different levels of leadership. People who are working boldly, strategically, and with intention, at times working together, to bring about systemic change. We value the unique experiences and insights from people from marginalized communities, and encourage applications from LGBTQ+ people, Indigenous peoples, people of colour, low-income earners, the unemployed, and people with disabilities. If you wish to identify as a member of one or more of these groups, please indicate this in your application.

The Next UP program builds skills in leading others and in inspiring and mobilizing people toward a common goal. It provides participants with relevant knowledge and frameworks they can apply wherever they choose to make a difference. That could be in electoral politics or grassroots organizing, in the trade union movement or environmental movement, in an existing NGO, or in a new organization or initiative designed to strengthen social movements.

We are seeking a focused, passionate, motivated, and organized person to be our British Columbia Program Coordinator. The role demands excellent organizational skills and a good knowledge of group dynamics, facilitation, and project management.

QUALIFICATIONS:

- Excellent knowledge of economic, social and environmental justice, labour issues, anti-oppression issues and movements, and their interconnections
- Excellent knowledge of B.C. labour, social, environmental and economic justice organizations and movements
- Experience with social, environmental and economic justice campaign work and community-based organizing
- Ability to work well with participants, volunteers, and committees
- Experience in community development and public education in order to build the capacity of diverse individuals and communities
- Experience coordinating projects, campaigns, and events
- Experience creating promotional and educational materials
- Self-directed and ability to take initiative in a semi-structured work environment
- Ability to fundraise and engage with donors or a willingness to learn
- Strong written, verbal, and interpersonal communication skills
- Experience with popular education and skills sharing
- Strong organizational, office coordination, and time management skills

OTHER ASSETS:

- Experience managing budgets and finances
- Ability to research, design and execute workshops and programs for the purposes of capacity building
- Knowledge of social media and/or web design including NationBuilder, Asana & Slack platforms.

RESPONSIBILITIES:

Coordinating all aspects of the Next UP BC programs which include: coordinating workshops; attending program sessions; coordinating workshop guests; working with BC participants, funders and partners; liaising with coordinators in other provinces; coordinating advisory committee meetings; fundraising for the program; maintaining a program budget within spending parameters; telling the Next Up story including updates to our newsletter as well as occasional presentations to other groups; the possibility of delivering some sessions; representing Next Up at events; and travel within the province.

LOCATION:

Next Up offers programming predominately in Vancouver, with some program offerings in other parts of the province. The position would be based out of our downtown Vancouver office.

HOURS & REMUNERATION:

This is a part-time permanent employment position that runs on a seasonal cycle from September 1 to June 30 each year. As an exception for 2018, The BC Coordinator position will be 18.75 hours/week through the summer and early fall of 2018 and will then move to 15 hours/week in October 2018. Remuneration for this position starts at a rate of \$21.50/hour and then 15% in lieu of benefits after successful completion of the probationary period.

TO APPLY:

By email: Please label your resume and cover letter as one document

firstname_lastnameCV.doc and email your application to admin@geniusgenerations.org. If you have questions that aren't answered by visiting our website (www.nextup.ca), then send your questions by email to admin@geniusgenerations.org.

The deadline for applications is Tuesday, May 8th at 11:00pm .

Next Up is a project of the Global Youth Education Network Society, a national charity. In BC, we have many partners and funders including the BCTF, the Vancouver Foundation, BCGEU, Move UP, CUPE BC and many generous individual and in-kind donors.

Next Up thanks all applicants, but only those selected for an interview will be contacted.