YouthCO operates on the traditional territory of the xʷməθkʷəy̓əm, Sḵwx̱wú7mesh and Tsleil-Waututh peoples, and works to support indigenous youth leadership, health and wellbeing.

MPOWERMENT COORDINATOR – FRASER WEST

YouthCO reduces the impact of HIV and Hep C stigma on the youth of British Columbia through peer support, education and meaningful community engagement. We also work to end the stigma related to HIV and Hep C.

Mpowerment is a HIV leadership program. It is queer centered, gender affirming and trans inclusive for young adults ages 19 to 29. The Mpowerment team offers a space for youth to meet, hangout and talk about the ups and downs of sex, drugs, relationships and all the things that bring us pleasure. We work to build safer stronger communities for all young people, including those of us living with and most impacted by HIV.

To learn more about YouthCO and Mpowerment, visit our website at www.youthco.org. Knowing more about the organization and program you are applying to work in will help you shape a great application!

This is a contract position starting January 6, 2020, ending March 31, 2020. It is very likely this position will be continue until March 31, 2021.

| Who does the Mpowerment Coordinator work with? | • reports to Ivan Leonce, Mpowerment Program Manager  
• there is a mix of independent and team-based work with staff on the Mpowerment team  
• also works with other YouthCO staff on organizational projects such as Core Training or World AIDS Day |
| --- | --- |
| What hours will the Mpowerment Coordinator work? | • on average, 20 hours per week  
• hours get scheduled in advance alongside your supervisor  
• most hours take place during office hours (10am-5pm, Monday to Friday)  
• approximately 20 events per year are held during evenings and/or weekends  
• weekend and/or evening training and teambuilding takes place 5-7 times per year |
| Where will the Mpowerment Coordinator work? | • most hours will be worked at YouthCO (568 Seymour St., Vancouver); based on individual access needs, some work can be done from Fraser West  
• programming and meetings take place at sites around the Lower Mainland  
• travel costs from the place of work to programming and meetings covered by YouthCO |
| How much will the Mpowerment Coordinator get paid? | • $21/hour, minus the deductions required by law  
• staff are paid twice per month at the end of a pay period  
• after three months, staff are eligible for extended health benefits and paid days off  
• $200/year is allocated for each staff member’s professional development  
• pending organizational finances, employees may be provided a cost of living wage adjustment of approximately 2-3% (~$1/hour) annually on date of hire |
Want to know where Fraser West is?
*Want to know where Fraser West is made up of the Fraser North and Fraser South health service delivery areas described on this map:

![Fraser Health Authority has 3 Health Delivery Areas; North, East, South](image)

What does the Mpowerment Coordinator do?
The Mpowerment Coordinator’s main role is developing and facilitating peer-led HIV leadership programming. The three priorities for the Mpowerment Coordinator are: leading peer programming, facilitating youth engagement in our programs, and connecting youth to HIV services.

Peer Programming
- Plan, promote, set up, and (co-)host fun and creative events for queer and trans youth:
  - Approximately 20 evening or weekend events such as discussion nights, social nights, and sexual health workshops
  - Set up includes ordering and purchasing food, and gathering and setting out supplies as needed
  - Hosting includes providing peer support and education around the topics youth bring up in conversation
- Create a welcoming environment for youth that reflects YouthCO’s values
• Maintain up-to-date knowledge of relevant issues (e.g. HIV, Hep C, approaches to youth engagement, social determinants of health, and populations most impacted by HIV and/or Hep C) and communities most impacted by HIV
• Working with YouthCO staff (including Yûusnewas and Poz Programs) maintain up-to-date, inclusive Mpowerment curriculum
  o Consistently build knowledge and practice of anti-oppression within curriculum
  o Ensure Mpowerment programming is responsive to and inclusive of youth living with HIV and/or Hep C, and communities most impacted by HIV
• Recruit and engage volunteers, including through monthly volunteer meetings
• Share personal experiences in the context of peer education and support related to topics of discussion

**Youth Engagement**
• Engage youth to participate in Mpowerment events, volunteer roles, and leadership development
  o For example, invite and/or remind people about the event, address access needs (e.g. planning for dietary restrictions, booking ASL interpretation), and/or facilitate transportation (e.g. offering rides, reviewing public transit routes)
• Plan and lead in-person outreach activities at health fairs, youth fairs, Pride festivals, etc.
• Facilitate Mpowerment outreach activities at events hosted by other community groups
• Create and post social media content, including photos of events, event promotion, HIV knowledge, and other content relevant to our communities (e.g. Positive Programs events, news stories)
• Identify, create and/or facilitate leadership opportunities for queer and trans youth (e.g. volunteer meetings, outreach or event volunteering, social media, research advisory boards, volunteer positions)
• Promote YouthCO events to community leaders, partners, clinicians, and researchers who work with queer and/or trans youth

**Connecting Youth to HIV Services**
• Develop a working knowledge of local HIV services, such as clinical care (testing, treatment, PrEP and PEP) and community programs (peer navigation, case management, group programs, etc.), their strengths and weaknesses, and referral pathways
• Support youth in accessing HIV-specific services related to prevention or care, e.g. accessing clinical care or community programs
• Where applicable, work with Mpowerment Program Manager and Executive Director to advocate for improved services

**General Operations**
• Communicate via email (Outlook) and phone to support peer programming, youth engagement, partnership and YouthCO-wide priorities and needs
• Schedule hours and meetings using Outlook
• Collaborate with staff from other program areas to support ongoing programs (e.g. workshop delivery), and to inform YouthCO’s strategic direction
• Complete timesheets and other administrative information within the requested timelines
• Consistently build knowledge and practice of anti-oppression within YouthCO’s programming
• Participate in staff meetings, staff-Board events, training, and community events

**Partnerships**
• Connect with community leaders, partners, and researchers to identify ways to support the Mpowerment community
• Represent YouthCO and Mpowerment at various community meetings
• Collaborate with appropriate partners for peer programming as is relevant

**Shared Leadership at YouthCO**

Shared leadership is one of our approaches at YouthCO. Our organization model includes a volunteer youth Board of Directors and a staff team. The Board of Directors sets the frame for the organization’s work, through our mission ([www.youthco.org/mission](http://www.youthco.org/mission)), values, approaches, and things like a strategic plan. The Board employs an Executive Director who is accountable to the Board, and works to implement this frame in YouthCO’s everyday work. The Executive Director may delegate some of these responsibilities by employing staff (such as Coordinators and Managers) to support specific aspects of this work.

Managers work to support frontline staff (e.g. Coordinators) in leading their program, and are accountable directly to the Executive Director. Frontline staff are accountable to managers, which may be a Program Manager or the Executive Director.

We value making decisions together as a team because we recognize that we all have expertise that can benefit YouthCO and the youth in our programs. The staff member who is responsible for making a decision may not have all the information to inform the best possible decision. Working together to make decisions gives us all access to all the information we have as a team.

We work to create opportunities to make decisions as a team where possible within the limitations of confidentiality, promises we make to youth in our programs and our supporters, timelines, hours worked collaboratively, and the scope of our job descriptions and contracts at YouthCO.

In addition to shared decision-making, shared leadership also looks like:

• Working as a team to realize YouthCO’s mission and vision of youth leadership
• Building on our practice of anti-oppression
• Participating in all-staff events and meetings, such as staff meetings, Core Training, and staff/Board collaborations
• Role modelling and demonstrating YouthCO’s values in professional and public spaces
• Asking for help and support from colleagues and supervisors
• Building a culture of peer-driven programming
• Providing and receiving feedback in a constructive and timely manner
• Being reliable and consistent in carrying out work duties and commitments
• Using YouthCO’s systems, policies, and procedures appropriately, e.g. NationBuilder, TimeMaster, program reporting tools, calendars, staff policy, etc.

**This job might be for you if you are a young person who:**

• Is connected to queer and/or trans communities in Fraser West
• Is able to work with a wide spectrum of the community including trans, femme, non-binary & cis youth
• Is passionate about building supportive communities
• Has skills and/or experience planning, leading, and/or facilitating group events
Experience could be planning a big or small party or event, speaking at a public event, volunteering at an event, leading a meeting

- Communicates openly with coworkers about their ideas, commitments, and needs
- Is responsible, reliable and consistent in carrying out work duties
- Is able to work well on a team as well as independently, taking initiative when necessary
- Is comfortable initiating and facilitating conversations on a range of topics including sex and drug use
- Is comfortable communicating in spoken and written English; additional languages are an asset
- Shares our values as an anti-oppressive organization that values shared leadership
- Has basic experience with Microsoft Office, social media and graphic design
You may have noticed this job does not have a minimum requirement for education or number of years of work or volunteer experience. That’s because we realize education and/or past jobs are not the only experiences that may make someone a great fit for this position on the YouthCO team.

As a peer-led organization, it is most important to us to hire someone who will connect with the communities that we work with, and is able to job responsibilities we have outlined here. **We want to see your application if you believe you will make a great Mpowerment Fraser West Coordinator, whatever level of education or work experience you have!** We are looking to hire someone who is able to do the job we have described above.

We believe that youth are best positioned to connect with our peers on topics related to sex and substance use. We strongly encourage youth who are under the age of 25, living with HIV or Hep C, Black, Indigenous, People of Colour, Two-Spirit, queer, trans, non-binary, and/or living with disabilities to apply.

**Hiring Process**

To apply, please email your answers to the questions below and resume or highlights of your skills and experience to hiring@youthco.org by December 9th by 10:00AM.

- As a guideline, please respond in 100 - 200 words per question.
  - Why are you interested in the Mpowerment Fraser West Coordinator role?
  - Why is YouthCO's mission important to you?
  - Describe three strengths you have that will make you a great candidate for this position.
  - What is your connection to the communities Mpowerment works with in the Fraser West area? For example, do you live or participate in events in Fraser West as a queer or trans youth? Have you accessed HIV or sexual health services in Fraser West?
  - Why is it important to have peer-led HIV education for queer and trans youth?
- You can also send your answers, and a resume or highlights of your experience in the body of an email or sent via a cloud service like Google Drive. Please be sure we have permission to open any links or documents sent our way.
- Submitting a job application can be intimidating! We have some tips at [http://www.youthco.org/job_application_tips](http://www.youthco.org/job_application_tips) to help with this process.

We know that answering these questions may mean sharing information about our identities and experiences that is private. Sharing private information is not required; it is just one way to answer these questions. Any information you choose to share about your identity or experiences will be kept confidential, shared only with the hiring team, and shredded afterwards.

In reviewing applications, we consider how candidates will relate to youth in the Mpowerment program, engage with anti-oppression, support YouthCO's mission, and what skills candidates will bring to our team! You can answer the questions in a written email or an audio recording!

Whether or not you are selected for an interview, you will hear from us by 5:00PM on December 9th.

- Interviews will be scheduled December 12th, 13th, or 16th. Please let us know in your application if you know you are not available during these dates.

Applicants are encouraged to get in touch with any questions or clarifications. Call the office at 604-688-1441 or email Ivan at ivanl@youthco.org