

Project WILDFIRE

Job Posting – Youth Coordinator



Overview

Project Wildfire is a new project to incubate youth social entrepreneurship in the city of Toronto. The project will make use of video, multimedia and social media to find and support Toronto's most promising social entrepreneurs, with a focus on Toronto Community Housing (TCH) neighbourhoods.

Participants will attend a series of workshops on social entrepreneurship, upload a short pitch to a website where ideas will be voted on, and receive funding and ongoing mentorship and support if their idea is deemed promising by the public and members of the jury.

We are hiring a youth coordinator to work with the project coordinator and promote the project to Toronto youth. The coordinator will act as a project ambassador, helping to spread the word in TCH neighbourhoods and throughout the city. This person will also act as spokesperson for promotional videos and respond to media requests, acting as youth representative for the project.

Responsibilities

- Recruit a youth advisory committee to participate on the project committee
- Planning meetings with youth advisory committee
- Provide administrative support to the youth advisors (i.e. taking minutes, calling meetings, following up with youth about upcoming meetings and events)
- Coordinate media inquiries for the project
- Coordinate planning and outreach for entrepreneurship workshops in TCHC communities
- Assist with the project marketing strategy, including work with the project partnership committee to plan filming days
- Provide ongoing web content for project website (i.e updates and backstory)
- Reply to all inquires about the project
- Other duties as required

Qualifications

- 3+ years working with marginalized youth, primarily in TCHC communities
- 1+ years experience in workshop design and facilitation
- Strong writing skills
- Strong verbal communications skills and comfort in front of a camera
- Experience editing, blogging/writing
- An interest in community development and youth entrepreneurship is an asset
- Familiarity with blogging applications (i.e. wordpress, type pad, etc.)
- Proficiency in Microsoft Office, especially MS Word
- Attention to detail

This job is a 1-year contract position, part-time (15-20hrs/week). Pay is \$12-\$18/hr, depending on experience and qualifications.

Please send your resumé and a short cover letter to mike@socialinnovation.ca, or mail to:
Project Wildfire, c/o Centre for Social Innovation
215 Spadina Ave
Toronto, ON
M5T 2C7

Deadline is Dec. 31, 2010 5pm.