



The Winnipeg Foundation is **For Good. Forever.** We help people give back to our shared community by connecting generous donors with Causes they care about **For Good.** We're an endowment-based public foundation, so gifts are pooled and invested, and the annual earnings are distributed back to the community **Forever.** Formed in 1921, we are proud to be the first community foundation in Canada. Our vision is 'a Winnipeg where community life flourishes for all.'

The Foundation is committed to work/life balance and diversity both within the organization and in its work with the community.

We are currently recruiting for an
YOUTH ENGAGEMENT COORDINATOR

Reporting to the Director of Community Grants, the Youth Engagement Coordinator is a self-starter with a passion for engaging youth in the next generation of philanthropy. The coordinator is responsible for implementing The Foundation's Youth Engagement Strategy. This includes being responsible for the Youth in Philanthropy program and the Summer Internship Program.

This position requires a university degree along with 3-5 years of experience working with youth, preferably in the non-profit sector. The incumbent will be expected to have some experience with event planning and public speaking.

Applications, including resume and cover letter, will be accepted via email to jobs@wpgfdn.org no later than September 22, 2019. Please title your email '**Youth Engagement Coordinator**'.



POSITION: YOUTH ENGAGEMENT COORDINATOR

REPORTS TO: DIRECTOR OF COMMUNITY GRANTS

POSITION SUMMARY:

This position is responsible for implementing all aspects of The Foundation's youth engagement strategy. It is a junior position with an opportunity to make a big impact. The incumbent will be expected to be self-directed and ambitious in terms of goal setting. This position will be out of the office often; engaging with youth and speaking publicly. The incumbent will have experience with event planning and program management.

SPECIFIC AREAS OF RESPONSIBILITY:

Youth in Philanthropy Program (YiP)

- Liaise with all participating Youth in Philanthropy (YiP) schools;
- Provide introductory presentations to each committee; provide follow-up presentations as required;
- Handle all communications with committees and related youth program contacts/stakeholders;
- Coordinate the Interschool committee and related events/meetings;
- Provide guidance, organize networking opportunities and maintain resources for YiP staff advisors;
- Plan and execute annual Fall Conference;
- Complete all administration for YiP and related programs.

Other Youth Engagement Programming

- Coordinate the Summer Internship Program (SIP);
- Work with Donor Engagement to develop strategies to re-connect with and engage alumni, including hosting alumni events.

Administrative and Strategic Support

- Work with Communications to develop concept/content for publications and print materials (e.g., year-end program, website, social media);
- Maintain resources for youth related to Foundation programming (e.g., YiP workbooks);

- Liaise with Youth in Philanthropy programs across Manitoba and Canada, as well as other youth programs;
- Provide opportunities for youth in the community to connect with The Winnipeg Foundation through new networks (e.g., workplace experience programs, internal internships);
- Organize grant recommendations and policy updates;
- Handle all program reporting in paper and presentation formats, including to the Strategic Initiatives Committee;
- Maintain print and electronic records for all youth engagement initiatives;
- Participate on internal committees as required;
- Assume other duties as may be assigned.

EDUCATION

This position requires a university degree as well as demonstrated proficiency in all MS modules and database use.

CREDENTIALS

There are no professional credentials required for this position.

EXPERIENCE

The base level of experience for this position is 3 to 5 years working with youth, preferably in the not-for-profit sector. It is important to have demonstrated skills as a dynamic and engaging public speaker and presenter. Some experience with large scale event planning is critical.

COMMUNITY KNOWLEDGE

Community knowledge will grow with experience in the job. It is considered an asset but not a pre-requisite.

DECISION MAKING/INDEPENDENCE OF ACTION

Youth engagement programs have well developed policy frameworks and there is significant support available for mentoring as experience is gained. However, this job does require that considerable time be spent out of the office working with student committees. As a result, there is more independence than might be expected. Because so many schools are involved, the opportunity to enhance the reputation of The Foundation is significant.

ANALYTICAL THINKING AND PROBLEM SOLVING

There is on-going opportunity to re-shape elements of the Youth Engagement activities of The Foundation and this opens the door to analytical thinking. Program evaluation is an expected element in reports to the Standing Committee. There are inherent challenges in keeping alumni engaged. Administrative and logistical problems are inevitable with major events and so many Advisory Committees.

LEADERSHIP/INITIATIVE

There is a high degree of planning required to successfully undertake this work. The entire program is developed around the concept of "community building" and with so many teachers, young people, and agencies involved, the opportunity for being an ambassador for the Foundation's vision and values is difficult to match.

CONTACTS/RELATIONSHIPS

There are a wide range of contacts involved from participating high schools and community agencies.

SUPERVISORY AND ADVISORY RESPONSIBILITIES

There are no supervisory responsibilities attached to this position, but it is worth noting that summer interns, while not directly supervised, are looking for mentorship support.

Of note, the above statements are intended to describe the general nature and level of work being performed by an employee or employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of an employee or employees within this class.