



# Title: Child and Youth Engagement Lead

## POSITION OVERVIEW:

This 1-year renewable contract position is allocated 60% to the work of the Children and Youth Planning Table (Child Engagement in Systems Lead role) and 40% to the work of Social Venture Partners Waterloo Region (SVP Teens Coordinator role).

Are you someone who is passionate about meaningful child and youth engagement? Are you energized about building child and youth engagement in Waterloo Region?

This role is responsible for Region-wide system-level work regarding meaningful child engagement for the Children and Youth Planning Table. You will build connections with service providers and organization leaders serving children in our community, as well as children themselves. For Social Venture Partners, this role will manage the SVP Teens program, a youth-led (grade 7-12) program that engages participants in social issues and philanthropy.

## RESPONSIBILITIES:

CYPT: Provides leadership, support, and expertise in meaningful child engagement and adult allyship to stakeholders across Waterloo Region.

### Research

- Supports the development of best practice approaches/promising practices for engaging children meaningfully in organizations and in the community that is based on current research and evidence.
- Creates systems of tracking, monitoring, evaluating, and celebrating child engagement work.
- Develops methodology and data collection tools for use with children. Analyses data, predict trends, prepares reports, and makes recommendations on system-level supports and policy changes.

### Knowledge Transfer and Capacity Building

- Develops and facilitates community capacity building around meaningful child engagement and adult allyship.
- Prepares and presents reports and other communications to a variety of audiences – including young people and organizations serving young people.

### Coordination & Support of Partners

- Identifies issues, needs, resources, and opportunities for collaborative work across organizations serving children.
- Works with partners to develop interconnections between child engagement efforts active in the community.

### Champion the Voices of Children

- Works with partners to elevate the voices of children in our community – particularly those experiencing marginalization.
- Work in collaboration with the CYPT Youth Engagement in Systems Lead and the Smart Waterloo Region Play Lead to support the meaningful engagement of young people across the community.



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## Administration

- Manages planning processes and frameworks and is accountable for ensuring objectives, work plans, and timelines are set and met.
- To always perform work safely and in compliance with the Occupational Health and Safety Act (OHSA).

## SVPWR:

### Administration

- Coordination of the planning, delivery, and evaluation of SVP Teens, including administration
- Attend the majority of SVP Teens' monthly meetings (typically Saturdays and evenings)
- Maintain and manage the program's database entries, statistics, and program information.
- Manage program budget and develop financial forecasts.
- Meet obligations and reporting requirements of funding contracts, grants & programs.
- Research, develop, and write funding proposals, applications, reports, and communications.
- Prepare program updates for the Board of Directors

### Communication and Volunteer Management

- Provide support, information, and advocacy that connects youth to community resources.
- Recruit, engage, and empower members of the Teens and supervise youth volunteers.
- Promote and market program impact. Capture content throughout the year and develop a digital media strategy for sharing updates in conjunction with the SVPWR staff team.
- Work with other staff to ensure branding and programming cohesion between the SVP Teens and other programs.

### Programming / Community Engagement

- Help to strengthen the capacity of SVP Teens participants through volunteer opportunities, skill-building sessions, and meaningful experiences in our community.
- Contribute to the development and implementation of program goals, evaluation guidelines, and an operational plan.
- Strengthen partnerships with school boards & local charities.
- Provide support, information, referrals, and advocacy that connects youth to community resources.

### Other duties as assigned

### EDUCATION/KNOWLEDGE/EXPERIENCE:

Candidates are not required to possess all skills listed; you are encouraged to apply if you have any combinations of these skills

- Excellent knowledge and passion of child & youth engagement, adult allyship and family-centered practices.
- Flexible and adaptive mindset to meet youth schedules and working styles
- Very good working knowledge of Waterloo Region – knowledge of partners, community spaces, etc.
- A mix of education and experience in a relevant field
- Available for local travel, and attending evening and weekend meetings/events (many meetings and events with the SVP Teens will take place in the evenings)
- Valid Vulnerable Sector Check mandatory upon job acceptance



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## SKILLS AND ATTRIBUTES:

- Deep appreciation and value of young people's perspectives and their voices.
- Research, analytical, organizational, and problem-solving skills to create project goals and objectives; develop work plans; make systematic and rational judgments; schedule and organize events; and take a broad view of issues, events, and activities and understand their longer-term impact/wider implications.
- Leadership, facilitation, negotiation, and human relations skills to manage, develop, motivate, train, and support others in achieving objectives; build consensus and communicate effectively within a diverse service group; develop joint programming with community partner agencies; participate in news conferences and respond to media inquiries; present proposals and reports; make presentations to departmental and senior staff (including senior management, Regional Council, Regional Committees), community groups, and other organizations; and participate as an effective team member.
- Excellent time management and proven ability to balance multiple roles, multiple supervisors, and/or wearing different "hats".
- Ability to network, build partnerships, and leverage connections
  - Ability to seek input and build consensus
- Proficient with Google Suite, Microsoft Office Suite, and Slack.
- Social media competencies
- Excellent communication and interpersonal skills

**Salary Range:** \$70,000-75,000 (One year, renewable contract)

**How to apply:** Please send a cover letter and resume in one PDF document to info (at) svpwr (dot) org, citing "Child and Youth Engagement Role" in the subject line.

**Deadline:** February 9, 2023 at 11:59 PM

**Location:** This is a hybrid role, the individual in this role must be able to attend in-person meetings and events across Waterloo Region

SVP Waterloo Region and the Children and Youth Planning Table are committed to providing an accessible, barrier-free recruitment and selection process. Accommodations will be available upon request for candidates taking part in all stages of the selection process.

Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you are interested in this role, but do not see yourself fully reflected in the posting requirements, we still encourage you to apply.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

