



## Early Years and Youth Coordinator

### Who we are:

iHuman Youth Society (“iHuman”) is a non-profit organization operating since 1997 whose mission is to serve marginalized youth; promoting their inclusion in the community through crisis intervention, arts, mentorship, and life skills development programming.

iHuman embraces everyone. From cultivating a culture where all employees can bring their best selves to work to deploying diverse initiatives that support our youth, we’re doing what it takes to build a more equitable workplace and world. Our name comes from an Inuit term identifying the symbiotic relationship of the individual within the collective community; ‘one for all and all for one’.

### What we can offer you:

Working at iHuman, you will work in a creative work environment to impact vulnerable and marginalized youth and their families positively. We work within the values listed on our website: <https://ihuman.org/careers>.

### About the Role:

Reporting to the iSucceed Program Manager, the Early Years and Youth Coordinator supports and connects young people, their children, and other family members to all elements of family programming and services within and external to the agency, including connection and opportunity to participate in diverse and cultural experiences.

This full-time role works 37.5 hours/week, with occasional evenings and weekends. After completing the probation period, employees are offered generous health and dental benefits.

### What you would do:

- Provide learning opportunities in a supportive and culturally safe environment for youth who are caregivers
- Provide youth with a supportive and welcoming group environment to foster artistic and educational opportunities
- Develop, create, and deliver educational, skills-building, and diverse programs for youth, their children, and other family members
- Encourage youth to connect with their culture by coordinating activities, or encouraging their attendance to activities and events such as traditional ceremony
- Coordinate intake and registration for family programming
- Develop and maintain community partnerships with local organizations and stakeholders
- Provide referrals for services and support to help meet the needs of the youth and their families
- Purchase and deliver supplies and basic needs items for program participants
- De-escalate crisis situations as they arise; document critical incidents as necessary; interact with EMS, EPS, or other community stakeholders in the instance of critical incidents



- Maintain communication amongst colleagues through regular updating and attending weekly meetings
- Program administration support, including inputting and maintaining funder and agency data, and documentation of incidents
- Other duties as assigned

**Qualifications:**

- Related education in Early Childhood Development, Human or Social Services
- Minimum of 2 years working with diverse high-risk youth and younger children
- Proficient in developing and delivering workshops and facilitating groups
- Arts (visual, music, performance, dance, fashion, fine arts) experience is an asset
- Strong demonstration of skills in adaptability and flexibility in a dynamic environment
- Effective verbal and written communication skills
- Computer competency using MS Office and Mac and PCs
- Valid driver's license and access to a reliable vehicle
- Cultural competency with knowledge of Indigenous culture and ethnocultural communities is an asset
- A clear criminal record check and vulnerable sector check

**Hourly Wage:** \$22-\$25/hour

**Closing Date:** Until Suitable Candidate is Found

**To Apply:**

Please send a cover letter and resume in one document (Word doc or PDF) to the iHuman HR Consultant, at [violet@ihuman.org](mailto:violet@ihuman.org). Please include the "Early Years and Youth Coordinator" in the email's subject line.

We appreciate your interest. Only candidates selected for a prescreen will be contacted.