

POSITION	:	Youth Project Specialist
PROGRAM	:	Dixie Bloor Neighbourhood Centre Healthy City Stewardship Centre
REPORTS TO	:	Manager, Welcoming Communities
WORK HOURS	:	35 hours per week
RATE OF PAY	:	\$25 per hour

JOB SUMMARY:

The Youth Project Specialist supports the Program Manager and Newcomer Youth Community Engagement (NYCE) Facilitators with the administration and coordination of the agency's services to clients, as well as providing analytical information about the quality and results of such services.

DUTIES AND RESPONSIBILITIES:

- Assists the Program Manager in planning, creating and implementing an annual schedule of activities.
- Provides coordination and administrative support to NYCE Facilitators.
- Collects, collates and summarizes various statistical data.
- Assists the program Manger in the analysis of trends and gaps in services and proposal development.
- Prepares monthly reports ensuring accuracy and accountability.
- Collects client survey forms and arranges for translation, as needed.
- Conducts youth eligibility screening and ensures appropriate documentation.
- Develops and maintains communication with community partners and schedule/attend meetings as needed.
- Assists the creation, production and acquisition of informational materials.
- Other duties as assigned

QUALIFICATIONS:

- Post-secondary education and/or 1-2 years experience working with youth
- Knowledge of Youth Employment barriers
- Extensive knowledge of social services and current resources available
- Ability to communicate with groups, representatives from the community, government and other services.
- Fluent in English. Additional language/s is a bonus.
- Good organizational skills, ability to multi-task while maintaining high level of accuracy in data collection and reporting
- Committed to teamwork and able to work independently.
- Self-motivated, creative, and energetic.
- Proficient with computer applications, e.g. Microsoft Suite, Social Media, Internet, etc.
- Police check required.

Please submit your resume and cover letter for **reference no. 016-016** by **June 2nd, 2016** to:

Human Resources Officer
Dixie Bloor Neighborhood Centre,
3650 Dixie Rd., Unit 103, Mississauga, ON L4Y 3V9
Email: recruiting@dixiebloor.ca

We thank all those who apply, but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer.
Accommodation will be provided if requested