



IPS Indigenous Youth Communications Coordinator Position Description

Wage: \$19.50-\$25 per hour based on skills and abilities

Hours: 35 hours per week for an initial 6-month term with possible extension

Location: Negotiable. If the successful applicant resides on Lekwungen Territories, a blended work at home and office work arrangement is preferred.

As an Indigenous organization, IPS believes that much of the cultural resurgence and reconciliation work that our future demands will happen through the cultivated leadership of our youth. IPS is committed to building the skills and capacity of young people while nurturing and supporting them to embrace and undertake this essential work. IPS values diverse, intersectional experiences, perspectives and inclusivity. IPS is grateful for the opportunity to create and offer this space for an Indigenous Youth Communications Coordinator to join our team. IPS practices preferential hiring, our organizational Cultural Diversity and Intelligence Workplan clearly states that we seek out Indigenous applicants and intersectional identities for our team.

Specifically, IPS wants to engage an Indigenous, Métis or Inuk youth in the position who has had child welfare system involvement. This is in recognition of the limited opportunities and barriers to educational and professional development that youth in care and aged out of care often experience. It is also because IPS was founded to advocate for children and youth involved in the child welfare system and we recognize that having this lived experience represented among our team is valuable to our processes and to enabling us to deliver the best possible services to communities and clients. Our intention is to maintain and extend this position beyond the initial six-month position being offered.

Required skills and capacities: Strong verbal and written communication skills; ability to engage with and effectively utilize social media platforms and a variety of online applications; ability to learn new skills and a willingness to work in a team environment

Role interactions: Supervised by IPS Business Development and Communications Coordinator; supporting communications across all program areas

Duties:

- Create IPS marketing and communications materials
- Represent and promote IPS on relevant social media platforms (FaceBook, Instagram, LinkedIn, Twitter)
- Prepare regular content for IPS websites and quarterly IPS newsletter *IN Perspective*
- Monitor and administrate IPS websites (<https://ipsociety.ca/> : <https://fostercaregiversbc.ca/>)
- Support online engagement with IPS youth partners and staff
- Attend, document and capture images at IPS events
- Provide support to the development of IPS processes and materials as required
- Elevate youth perspective within the IPS team through internal and external communications
- Identify opportunities to strengthen IPS marketing and youth engagement activities
- Secretarial support re note taking, proof reading and editing



A comprehensive employment and learning plan will be developed for the position based on the skills and proficiencies of the successful applicant.

The successful applicant will be expected to participate in a structured *Peer Learning Program and program evaluation activities as part of this role. Resources, including counseling support will also be made available.

*The peer learning program facilitates learning for and between youth to create a sense of community, purpose, and belonging, while also supporting skills and leadership development.

Eligibility:

This work experience placement is part of the *CreateAction* Inclusive Social Innovation program. The IPS Indigenous Youth Communications Coordinator will be part of a network of *CreateAction* participants and will join in regular peer learning sessions and evaluation activities delivered by the program partners: the Canadian CED Network, the National Association of Friendship Centres, and the Social Research and Demonstration Corporation.

Candidates must meet the following criteria:

- (a) be between 15 and 30 years of age (inclusive) at start of placement;
- (b) be a Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act;
- (c) be legally entitled to work in Canada;
- (d) be legally entitled to work according to the relevant provincial/territorial legislation and regulations; and
- (e) be experiencing one or more barriers to employment; and/or
- (f) be not in education, employment, or training (NEET).

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INDIGENOUS PERSPECTIVES SOCIETY
Centre of Excellence in Community Education

How to apply:

Please apply via email **ONLY** by providing a brief cover letter (1.5 page maximum) and a current resume outlining relevant experience and skills and explaining how you meet the eligibility and selection criteria outlined in the posting. Applicants may self-identify as Indigenous, Métis or Inuk.

Please submit your application to RachelleD@ipsociety.ca

With the subject line: Application-IPS Indigenous Youth Communications Coordinator

Applications should be submitted no later than 12pm on Sunday, December 12, 2021

The Indigenous Perspectives Society thanks all applicants for their interest and advises that only those selected for an interview will be contacted.