

Youth Programs Coordinator **(maternity leave coverage from February to October 2024)**

Do you want to make an impact using your youth program coordination skills? This is an opportunity to work on AgedOut.com - one of BC's most trusted and influential youth resources. Would you like to work with a friendly and diverse team of colleagues who are dedicated to making a difference in the lives of young people who grew up in the government care system? If you've answered yes, we'd love to talk to you!

About AFABC

For over 45 years, the Adoptive Families Association of British Columbia (AFABC) has provided ground-breaking programs for families, children, and youth. We are the home of AgedOut.com, the ground-breaking website used by thousands of young people aging out of government care and navigating early adulthood in BC. AgedOut.com provides the nucleus for Youth Programs at AFABC, which include life skills programming, educational bursaries and community outreach to other youth-serving organizations.

AFABC also helps find families for children and youth in BC who are waiting for a permanent home. We provide education, support and connection for BC's adoption and permanency community, which includes prospective and waiting adoptive parents, adoptive families, and families providing other forms of love and stability—such as guardianship, relatives raising relatives, and Indigenous customary forms of care.

AFABC is in an exciting period of transformation, implementing a bold strategic plan to align with big changes in the world of adoption and child welfare. In the year ahead, we'll launch a new name, brand and website that will serve our expanding audience, enable us to work in greater harmony with Indigenous peoples, and support increased fundraising to fuel our work.

Position Summary

AFABC is committed to providing the connections and resources youth in and from government care need to thrive as they enter adulthood. We are looking for a visionary leader with a strong understanding of the experiences and needs of those who have grown up in government care and who can design effective programming and support.

The Youth Programs Coordinator is responsible for ensuring the AgedOut.com website is an up-to-date warehouse of information for youth transitioning from government care. This role works in close partnership with the Ministry for Children and Family Development and provides youth in and from care with support and programs that provide the connections and resources these youth need to thrive. They also engage with a wide range of external stakeholders and assist in the development of partnerships with Indigenous-led organizations, community groups, service providers and funders to provide a broader array of services to vulnerable young people in British Columbia.

This position reports to the Manager of Youth Programs. The position will be home-based, but the candidate should live in the Lower Mainland and be willing to travel. Previous experience in youth programs or working with young people from the care system is preferred.

AFABC offers a competitive salary and a friendly, purpose-driven work environment. We are currently in a growth phase and looking for a candidate ready to jump in and contribute to our busy Youth Programs team.

Major Duties and Responsibilities

- Respond to AgedOut.com inquiries
- Provide updated information on Agedout.com for various websites and other social media channels
- Create and distribute a monthly online newsletter and develop strategies to increase distribution
- Post materials on social media and develop strategies to increase reach, likes and followers
- Assist in planning and implementing website changes
- Develop information pages for the website
- Maintain up-to-date website materials
- Complete statistics reports and other reporting requirements
- Plan and host virtual and in-person workshops
- Attend conferences and resource fairs
- Engage with community service organizations throughout the province to promote and create awareness of AgedOut.com
- Distribute promotional materials to youth-serving organizations throughout BC

Minimum Qualifications and Skills

Role Specific:

- Post-secondary education in a related professional discipline, e.g., child and youth care, marketing, business administration, digital media, or a relevant combination of education and experience
- 1 to 2 years of project management experience preferred; experience related to youth programming is an asset
- 1 to 2 years' experience delivering innovative programs with a technological element preferred
- Experience using Microsoft Office Suite, WordPress and Client Relations Management (CRM) software is an asset
- Familiarity with issues facing youth as they transition from government care is an asset
- Familiarity with non-profit, registered charity work involving internal and external stakeholders is an asset
- Lived experience as a former youth in care or experience with the child welfare system is an asset
- Connection to the Indigenous community is an asset

General:

- Strong interpersonal and communication skills with the ability to maintain effective working relationships with all levels of staff and customers
- Ability to effectively utilize and adapt to new technologies
- Ability to handle multiple projects, prioritize work in a busy environment
- Ability to take initiative and work independently as well as cooperatively as a member of a team
- Ability to work under time constraints and tight deadlines

- Ability to plan, organize and manage work with minimal supervision

The Youth Programs Coordinator will work primarily from a home office, with some regular attendance at AFABC's Lower Mainland office. The salary range is \$4,400 – 4,750 per month, depending on qualifications. AFABC's benefits include a home office allowance, and 4% vacation pay.

AFABC is an equal-opportunity employer. We recruit, employ, train, compensate and promote regardless of Indigenous identity, race, religion, colour, place of origin, sex, sexual orientation, disability, age, and any other protected ground under The BC Human Rights Code. All qualified applicants will be considered for employment.

Our head office is located on the ancestral, unceded lands of the səliłw̓ ətaʔt̓ (Tsleil-Waututh), Sk̓w̓x̓w̓ú7mesh Úxwumixw (Squamish), and x̓m̓əθk̓w̓əy̓ əm (Musqueam) Nations. AFABC is committed to listening, learning, and participating in reconciliation.

Please send your resume and cover letter to hiringlead@bcadoption.com.