

CITY OF REVELSTOKE: CONTRACT OPPORTUNITY FOR A YOUTH LIAISON

JOB DESCRIPTION

The Youth Liaison will work directly with youth (ages 12 – 19), community organizations, service providers, and businesses to assist the Revelstoke Youth Advisory Committee (YAC) and the Revelstoke Youth Initiative Committee (YIC) to implement the annual Youth Action Plan. This is a part-time 30 hours per week, contract position requiring flexible working hours (e.g. occasional evenings and weekends). The overall objective of to work collaboratively and actively to build community capacity and support for youth in Revelstoke.

Responsibilities

- The Contractor reports to and receives direction from the YAC Committee.
- The Contractor is responsible for completion of all reporting requirements as may be established by the Youth Action Committee.
- The Contractor is responsible for implementation of the work plan as outlined in Schedule 'A' (attached).
- The Contractor shall provide their own workspace, computer, printer, telephone, transportation, and have a valid drivers licence.

Skills/Abilities

The successful candidate will demonstrate:

- Strong interpersonal communication skills,
- Good organization and self-motivation,
- Ability to work independently, and manage competing priorities,
- Work experience and post-secondary education in a related field,
- Excellent computer, written and research skills,
- Competence with various forms of social media,
- Familiarly with government programs, and;
- Project development, grant writing and marketing experience.

The successful candidate shall provide a driver's abstract and successful completion of a criminal record check with the Ministry of Public Safety and Solicitor General for work with children and vulnerable adults.

Deadline for application: FRIDAY JULY 22nd, 2016 at 12 NOON. To apply, forward a letter of application and resume, including 3 references to amason@revelstoke.ca. For more information, contact Alan Mason at 250-837-5345 or via e-mail at amason@revelstoke.ca. The City of Revelstoke thanks all those who submit applications for this position. Only those applicants who are selected for an interview will be contacted.