



## **Youth Project Coordinator Employment Opportunity**

**The Kelty Mental Health Resource Centre** is a provincial information and resource centre for children, youth and families who are experiencing mental health and substance use challenges. The Kelty Centre offers information, resources, peer support and system navigation in person, over the phone and via email. The Kelty Mental Health Resource Centre is funded through BC Mental Health & Substance Use Services, an Agency of the Provincial Health Services Authority.

**Background:** The *Balancing Our Minds* Youth Summit is an event organized by BC Mental Health & Substance Use Services in partnership with the Vancouver Canucks. It is a free, one-day workshop at Rogers Arena for high school age youth in BC to learn about mental health and engage in fun activities and thoughtful dialogue. Last year, over 1,100 youth, teachers and parents from across the province attended the event.

### **Specific goals and outcomes of this event include:**

- Building awareness of mental health and substance use issues.
- Learning about the range of mental health challenges and mental wellness.
- Connecting youth to tools, resources and services to promote and support mental health.
- Decreasing stigma associated with mental health challenges.

**Opportunity:** We are currently seeking to fill the position of **Youth Project Coordinator** for this event. This would be a temporary, part-time, contracted position.

### **Responsibilities:**

The primary role of the Youth Project Coordinator is to support the BCMHSUS Health Literacy Team in planning and carrying out the 2015 Balancing Our Minds Youth Summit. This includes (but is not limited to) tasks such as:

- Organizing and attending Youth Summit Planning Committee meetings
- Capturing notes and meeting minutes from Planning Committee meetings
- Developing and circulating communication related to the event (e.g., Save the Date, registration info, blog posts, social media promotion, etc.)
- Ordering promotional materials
- Developing and finalizing the event agenda in collaboration with the Planning Committee
- Managing and monitoring online registration
- Identifying, contacting, confirming and coordinating speakers and display tables for youth-based organizations
- Contacting, recruiting and coordinating volunteers and supportive listeners

- Ordering catering
- Compiling speaker presentations and speaking notes
- Creating and distributing materials and information to participants (both before and after the event)
- Coordinating other miscellaneous event logistics, both before the event and on the day of the event (e.g., photographers, music, room space and recording of the event, etc.)
- Developing and sending out survey links for evaluation purposes
- Compiling a brief summary report of the event

**Qualifications:**

- Energetic and enthusiastic
- High degree of self-awareness and capacity to apply appropriate boundaries and maintain confidentiality
- Strong relationship-building skills
- Empathetic, compassionate, good listening skills and creative thinker
- Ability to understand and follow a process for sharing issues and being part of solutions
- Basic computer skills; experience with Microsoft office, Excel, PowerPoint
- Demonstrated organizational and time management skills, accountability, reliability and punctuality
- Excellent planning and coordination skills with ability to multi-task
- Strong written and interpersonal communication skills
- Self-starter with a positive attitude and willingness to work flexible hours
- Ability to work independently and show initiative as well as part of an inter-disciplinary team
- Good command of the English language
- Knowledge of and acceptance of the multi-cultural diversity of the BC population
- Strong computer and social media literacy

**Requirements:**

- Youth between the age of 17 and 25
- Ability to travel to BC Children’s Hospital in Vancouver (4500 Oak Street) on work days

**Compensation & Hours:**

**Hourly rate:** \$25 per hour

**Hours/week:** 15 hours/week from September 2014 to February 2015

**Please send resume by 4:30 p.m. August 15<sup>th</sup> to Charlene King, Project Manager, Health Literacy, BC Mental Health & Substance Use Services at [charlene.king2@cw.bc.ca](mailto:charlene.king2@cw.bc.ca).**

**To learn more about The Kelty Mental Health Resource Centre and the Youth Summit, visit our website at [www.keltymentalhealth.ca](http://www.keltymentalhealth.ca).**

**We thank all applicants, however, only those selected for an interview will be contacted.**

**No telephone calls please.**