

# Youth Coordinator



## ABOUT YES

YES, a non-profit organization providing English-language employment and self-employment services is looking for an experienced

### YOUTH COORDINATOR

If you are a talented individual that enjoys working with the arts community, has excellent coordination and coaching skills, enjoys program development and problem-solving and is looking for a career opportunity in a tightly-knit non-profit office environment, apply now!

## RESPONSIBILITIES WILL INCLUDE

- Developing the curriculum and training program (financial literacy, business skills, arts development), to engage and train young artists to develop their business skills and become self-employed
- In collaboration with the Director of Marketing and Events, developing a marketing strategy to recruit and engage young artists
- Cultivating and stewarding relationships with other youth organizations
- Providing coaching and/or counselling, assisting young clients with their specific needs (focus and awareness of options, information on resources available, marketing advice, evaluation of their artistic proposals, assistance with grant applications,
- Developing and delivering workshops and educational resources and activities;

## QUALIFICATIONS AND REQUIREMENTS

- Bachelor in Social Work
- Experience working with at risk youth (18-25)
- Familiar with the arts community
- Minimum of three (3) years of experience in coordination or administrative roles;
- **Business skills a must;**
- A self-starter with the ability to work independently and well as in a team with solid organizational and time management skills;
- Familiarity with the arts network including associations, grantors, schools
- Experience coaching or providing technical advice
- Excellent interpersonal and communication skills,
- Ability to multi-task and detailed oriented;
- Outstanding writing skills;
- Strong knowledge of computer systems – Word, Excel, Power Point, CRM (an asset);
- Excellent English skills and conversational French required;
- Accounting skills
- Available to work some evenings
- Experience in the non-profit sector

### HOW TO APPLY:

Send your cover letter and résumé  
to the Director of Administration and Personnel at  
[fa@yesmontreal.ca](mailto:fa@yesmontreal.ca)

(Résumés without cover letters will not be considered.)

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