



**West Coast LEAF – Employment Opportunity**  
Youth Workshop Coordinator  
(Application Deadline: Tuesday, May 21, 2019, 11:59 pm)

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**Are you an experienced facilitator with a creative approach to engaging diverse audiences? Are you passionate about gender equality and youth education? Join our team!**

## **OVERVIEW**

**Job title:** Youth Workshop Coordinator (YWC)

**Hours of work:** The standard hours of work for this position are 30 hours (4 days) per week from September to June, inclusive, and 22.5 hours (3 days) per week in July and August. Some flexibility to accommodate workshop bookings during school hours is required. This is a one-year term position with the possibility of renewal.

**Compensation:** \$25 per hour, plus benefits package after 3-month probationary period

**Start date:** To be mutually agreed upon

## **ABOUT WEST COAST LEAF**

West Coast LEAF (Legal Education and Action Fund) is the first and only organization in BC that uses the law as a strategy to work towards an equal and just society for all women and people who experience gender-based discrimination. Since our founding in 1985, we have helped bring about some of Canada's most important feminist victories for reproductive rights, workplace standards, fairness in family law, legal protections from sexual harassment, and more. In collaboration with community, West Coast LEAF uses litigation, law reform, and public legal education to create social change. While we are focused on issues in British Columbia, we also take action in matters of national significance that are important to the equality and human rights of people in British Columbia. We aim to transform society by achieving:

- Access to healthcare
- Access to justice
- Economic security
- Freedom from gender-based violence
- Justice for those who are criminalized
- The right to parent

West Coast LEAF recognizes our responsibility to work for the full realization of the rights of Indigenous peoples. In the context of historic and ongoing colonial violence and injustice, West Coast LEAF understands that fulfilling this responsibility requires a deep and continual commitment to reconciliation. We respectfully acknowledge that our office is located in Vancouver on traditional, ancestral, and unceded Coast Salish homelands, including the territories of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, and that many of us are uninvited guests on these lands.

West Coast LEAF is committed to an inclusive vision of feminism that defends the right to be free from discrimination based on gender identity and gender expression.

Learn more about West Coast LEAF here: [www.westcoastleaf.org](http://www.westcoastleaf.org).

## **ABOUT THE POSITION**

West Coast LEAF has a part-time position available for a Youth Workshop Coordinator (YWC), for a one-year term with the possibility of renewal, beginning this June.

As coordinator of West Coast LEAF's youth workshops, the YWC is responsible to the Manager of Public Legal Education for planning and supervising the delivery of all four of our youth programs: *No Means No*; *Youth in the Workplace*; *PowerPlay*; and *TrendShift*. The workshops cover sexual assault and consent; employment rights; equality rights under the *Charter of Rights and Freedoms*; and online harassment and violence, respectively.

Additionally, the YWC is responsible for planning and delivering our workshop *Only Yes Means Yes*, about the law of consent and sexual assault, at post-secondary campuses and in other community settings.

Specific areas of responsibility include:

- Facilitate youth workshops throughout Metro Vancouver;
- Travel to other parts of BC to facilitate workshops approximately six times per year (Nanaimo and Kamloops are communities we often visit, but youth workshops may be offered in other communities as well);
- Coordinate and supervise workshop delivery;
- Promote and book workshops;
- Evaluate programs in light of feedback from participants, facilitators, and teachers;
- Recruit, train, support, and supervise volunteer facilitators;
- Build community connections to arrange guest speakers for volunteers' ongoing learning at meetings;
- Keep detailed records and maintain other administrative systems;
- Respond promptly to questions and requests from the public about the workshop program;
- Build and maintain relationships with teachers, youth workers, and youth educators.

## **ABOUT YOU**

As our ideal candidate, you have a strong working knowledge of how to educate diverse young audiences about complex concepts. You are interested and experienced in understanding the ways people learn, and you are fully committed to an intersectional and nuanced approach to feminism.

In particular, you have the following skills and experience:

- Passion for, and knowledge of, gender equality and human rights;
- Understanding of the historical and current influence of colonialism, misogyny, racism, heteronormativity, transphobia, ableism, and other forms of discrimination in Canadian society;
- Knowledge and experience in education, facilitation, and public speaking;

- Outstanding written and oral communication skills, including plain language skills;
- Ability to make workshops accessible for English language learners and youth with disabilities;
- Friendly, confident, energetic, and professional manner;
- Outstanding organization skills and ability to handle complex tasks and timelines;
- Commitment to communicating legal information clearly and accurately;
- Ability to represent the organization in a positive and professional way;
- Exceptional responsibility and reliability;
- Experience engaging youth;
- Program coordination experience;
- Some knowledge or experience in promotions and marketing;
- Excellent computer and administrative skills;
- Experience working with volunteers; and
- Comfort talking about sexual assault and sexual harassment, and strong awareness and sensitivity regarding these topics.

Knowledge of the Canadian legal system and previous experience in the non-profit environment are assets but not required.

Because our workshop program is based on a peer education model of youth reaching out to youth, we are looking for a YWC who is a young adult under the age of 30.

#### **APPLICATION INSTRUCTIONS**

Please submit a cover letter and résumé **in a single PDF file** on or before **Tuesday, May 21, 2019** to Alana Prochuk, Manager of Public Legal Education, at [careers@westcoastleaf.org](mailto:careers@westcoastleaf.org). **Please use the email subject line “Youth Workshop Coordinator Application,” and please name your PDF attachment “[Your Name] YWC Application”** (for example: “Quinn Wong YWC Application”).

Because applications will be considered on a rolling basis as they are received, we encourage you to apply before the deadline.

West Coast LEAF is committed to employment equity, encourages applications from marginalized individuals, and welcomes applicants to self-identify.

Successful applicants must pass a vulnerable sector criminal record check.

Thank you for your interest in employment with West Coast LEAF and for understanding that only applicants under consideration will be contacted.