

## **Youth Coordinator – Contract for Services**

*Title:* Youth Coordinator - Contract

*Number of openings:* 1

*Rate of Payment:* To be negotiated with successful contractor (estimated range \$25-40 hourly rate)

*Number of hours and schedule:* Approximately 28 hours (4 days) per week with flexible schedule as long as reasonable availability for meetings and outreach activities during core business hours

*Term of contract:* As soon as possible – March 31, 2022

### **SUMMARY**

Are you an Indigenous youth interested in furthering your career in public administration and governance? Are you interested in working with other First Nations youth from across the province to build capacity in First Nation and government public service? Are you enthusiastic, driven, and passionate?

The First Nations Public Service Secretariat (FNPSS) is looking for a Youth Coordinator – Contract (the "Contractor") to support our team. Through outreach and engagement work with First Nations youth from across the province (the "FNPSS Youth Network"), the Contractor will assist the FNPSS team in its mission to strengthen and enhance capacity in First Nations communities, organizations, and on an individual level.

This opportunity is ideal for an aspiring Indigenous youth with an interest in governance and leadership, as it provides an opportunity to work in tandem with other Indigenous youth in communities across British Columbia as well as to witness, network, and coordinate with experienced leaders and decision-makers in the public service and in partner organizations.

### **BACKGROUND**

In 2020, FNPSS hosted a Youth Roundtable Strategic Planning Session ("The Roundtable") with 9 Indigenous Youth Participants to discuss their path forward in community leadership. One of the recommendations from youth from the Roundtable event was to develop a youth advisory body that reflects the diversity of First Nation groups in British Columbia – thus named the "FNPSS Youth Network".

Overall, the goal of the FNPSS Youth Network and FNPSS' work with youth is to encourage and support First Nations youth to pursue education and careers in public administration and governance. To read more about FNPSS' youth engagement work, [please click here to visit our website](#).

### **SCOPE OF WORK**

The Contractor will:

- Work to develop and coordinate the FNPSS Youth Network through ongoing outreach, research, engagement, and relationship building with First Nations youth and youth organizations across the province
- Coordination and organization of the FNPSS Youth Network (*including the coordination of regular virtual meetings for FNPSS Youth Network members over Zoom; event planning; and program development*)
- Write of a variety of materials such as youth engagement strategy documents, website content, social media content, newsletter content, and daily email correspondence
- Conduct other activities in support of strengthening FNPSS' engagement and outreach with First Nations youth

#### *Deliverables*

By the end of the Contract, the Contractor will have:

- Conducted written, email, and phone outreach to First Nations youth organizations and communities across British Columbia
- Created and continually updated a list of First Nations youth organizations and youth contacts
- Successfully recruited a group of First Nations youth for the FNPSS Youth Network from diverse Nations across British Columbia (exact goal number of participants to be determined during outreach)
- Written and updated the FNPSS Youth Engagement Strategy in collaboration with FNPSS' Engagement & Capacity team members
- Coordinated at least one (1) virtual meet-up of FNPSS Youth Network via Zoom

#### **QUALIFICATIONS**

We are seeking a Contractor with the following qualifications and experience:

- High school diploma (or equivalent)
- Superior communication skills, both written and oral
- Experience writing a variety of materials, such as reports, newsletters, correspondence, and website content
- Experience with meeting and event planning and coordination; in particular, coordination via online platforms (such as Zoom, MS Teams, and Outlook)
- Knowledge and understanding of BC First Nations history and culture

***To find out more about this opportunity, please contact [info@fnps.ca](mailto:info@fnps.ca). In this email, please provide an expression of interest which indicates how you have the experience, background, and capabilities for this project, and your preferred start date.***

***Please note this is an opportunity for a Contract for Services arrangement, not an employment contract. If you have questions about this or anything else related to the project, please contact [info@fnps.ca](mailto:info@fnps.ca).***