



North Shore
Community
Resources

Democracy
Café

JOB POSTING

North Shore Young Civic Forum Lead and Co-Lead Facilitators

2 Part Time Positions

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To achieve this mission, we provide community programs and services in four areas: Child and Parent programs, Seniors programs, Community Engagement, and Community Legal Services and Housing Advocacy. To learn more about NSCR, see our [Annual Report](#).

NSCR is looking for two engaging and dynamic leaders to facilitate our North Shore Young Civic Forum (the Forum). The first position is for the Lead Facilitator who is responsible for the overall organization and delivery of the Forum. The second position is for a Co-Facilitator who will assist the Lead Facilitator in convening and facilitating the Forum.

The North Shore Young Civic Forum is a program within NSCR's Democracy Café program which works to encourage residents and citizens to participate in our democracy while governments create meaningful opportunities for participation. The fourth cohort of the Forum is scheduled to begin in early 2024. The Forum provides a platform for younger adults (aged 18-39) who live, work or study on the North Shore to learn more about local governments and how to better influence their decision making. For more information on Democracy Café and the North Shore Young Civic Forum, see our [website](#).

Responsibilities for the Forum Lead Facilitator and Co-Facilitator:

The Forum Lead Facilitator will have the following overall responsibilities for the delivery of the Forum. The Co-Facilitator will assist the Lead's responsibilities as assigned.

- Pre-program Planning: Planning the Forum program including timelines, workshop agendas, venues, guests and budget
- Promotion and Recruitment: Creating and distributing promotional and application materials including recruitment posters, social media protocols, web-based marketing and application platforms, etc.
- Forum Applicant and Alumni Selection: Reviewing applications and selecting approx. 30 Forum participants (10 from each municipality) and Alumni facilitators based upon an agreed set of selection criteria

- Workshop Organization: Based on the Forum program plan (approximately 8-10 workshops/sessions), organizing Forum guests, materials, food, venues and any other operational requirements for Forum workshops and sessions.
- Facilitation Preparation and Delivery: preparing for and delivering each workshop/session with defined agenda, guests and facilitation roles
- Participant Coordination: Ensuring the full participation of Forum participants including regular communication and trouble-shooting with participants
- Post-Forum Support: Supporting Forum participants after the formal program sessions and presentations are complete on as needed and as available basis including support to participants to continue working with local governments to promote or advocate for specific goals/projects that are the result of the Forum's work
- Budget, Reporting and Evaluation: managing the Forum budget, completing any required reports (including a final report), evaluating the Forum (including pre and post participant surveys) and making recommendations for future Forums

Experience, Education and Qualifications:

- Undergraduate or post graduate education in relevant field such as political science, urban planning, communication, etc.
- Excellent interpersonal and communication skills (written and oral)
- Experience working with elected representatives, civil servants and subject experts
- Understanding and experience with dialogue and facilitation principles and practices
- Strong ability to collaborate and innovate with other community partners
- Ability to work independently including working some evenings and weekends
- Event and project management experience
- Demonstrated interest in democratic participation/community development
- Experience with effective program promotion/marketing and use of social media
- Proficiency with Microsoft Office Suite, Google, Zoom, social media and other technology platforms

These are part time positions requiring approximately 10-20 hours/week (including evenings and weekends) on a variable schedule. Suitable candidates are subject to a criminal record check.

Start Date: October 2023 **End Date:** Late Spring 2024

Wage: Approximately \$22-27/hour depending on experience

APPLICATIONS DUE: [September 24, 2023](#)

Please send *electronic* applications in PDF format including a covering letter and Resume to: Murray Mollard, Executive Director: murray.mollard@nscr.ca

NSCR values a diverse and inclusive workplace. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who submit an application for their interest.