



Position Title	Officer, Youth Community	Type	Full-time parental leave contract (18 months)
Department	Grants & Programs	Salary	\$48,000-\$52,000 +6% vacation pay
Reports to	Director, Grants & Programs	Updated	October 2021

About Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is a national fundraising organization committed to improving the lives of children and youth in the child welfare system. Our initiatives meet the immediate and urgent needs of at-risk children, youth and families, and afford them a brighter future that, ultimately, strengthens our communities. With more than 63,000 children and youth in care in Canada, and 300,000 at risk of abuse and neglect, our support is critical in giving them hope, confidence and opportunity.

The Foundation has an ambitious agenda for growth and is currently executing a \$75M Stand Up For Kids - Futures Transformed Campaign, which will bring long term growth and funding stability to important child welfare programs across the country. Our staff members are a dynamic and highly committed team of professionals who are dedicated to delivering excellence and maximizing the social value of donations and volunteer contributions to the children, youth and families we serve across Canada.

Purpose of the Position

Working under the direction of the Director, Grants & Programs, the Officer, Youth Community (OYC) leads the Foundation's engagement of the young people we serve—former youth in care who share their valuable lived, and often professional and academic, child welfare experience and expertise. The OYC works to ensure that interested young people with lived child welfare experience have the opportunity to partner with the Foundation as: advisors, ambassadors and volunteers—strengthening the Foundation's fundraising, marketing, granting and programing goals, ensuring we do our very best to address the gaps in equity and support facing the communities we serve. The OYC also advises the Foundation on youth-friendly communications, engagement, support, events and programs; leads the Foundation in stewarding relationships with members of our youth community, including responding to support requests, organizational feedback and conflict resolution; and administers the national Ted Rogers Scholarship Fund.

Responsibilities

50% - Ambassadors, Advisors (including Young People's Advisory Council) & Volunteers:

- Manages recruitment and support of young people and others with lived child welfare experience to help lead and contribute to the Foundation's priorities, programming, practices, brand awareness, donor cultivation and events as:
 - (35-45%) Ambassadors—connect youth with opportunities to share their lived experiences and expertise to generate public support and awareness for the communities we serve. The OYC trains and supports staff, shares opportunities with Ambassador network, advises in the selection of Ambassadors at Foundation at events, in communications and at meetings;
 - (10-15%) Advisors—connect youth with opportunities to advise the Foundation on how best to address the gaps in equity and support facing the communities we serve through fundraising and granting. This includes planning and facilitating meetings, recruitment, selection and support of the Young People's Advisory Council and its alumni network, the Youth Engagement Task Force, as well as other consultations on Foundation initiatives like new or existing programs such as the

digital resource for youth in transition, communications and events through various channels (e-survey, polls, live focus groups, group consultations etc.)

- (2.5%) Volunteers—connect youth with opportunities to volunteer with Foundation events and initiatives
- Uses granting and donor management databases to manage and track youth advisor, ambassador and volunteer information and expenses

20% - Ted Rogers Scholarship Fund:

- Coordinates the national Ted Rogers Scholarships Fund program including:
 - Outreach and promotion to Foundation partners and potential recipients
 - Support young people in navigating and submitting nomination and application forms
 - Review and rank applications and select award recipients
 - Develop media strategy based on Rogers guidelines and coordinate public award launch
 - Support students in accepting an/or renewing their awards in partnership with Universities Canada
 - Check-in with all students throughout the year providing ad-hoc support where needed

20% - Youth Engagement Strategy:

- Manages the Foundation's overall stewardship of relationships with members of our youth community, our youth engagement strategy and evaluation, and youth policies and procedures including crisis support, feedback and conflict resolution
- Takes the lead in mitigating the risks to young people and the Foundation that come with youth engagement by ensuring that CAFC staff and volunteers are following youth engagement and support procedures and by training CAFC staff on youth engagement and support best practices
- Advises the CAFC on youth-friendly communications and events and in developing new programs that support youth in and leaving care

15% - Foundation Support & Administrative Duties:

- Leads or supports other Grants & Program projects from time to time
- Participates in events as a Foundation representative, to help plan thoughtful youth engagement and inclusion, and to support young people during these events
- Completes other duties as assigned

Competencies and Skills

- Possesses a strong understanding of the barriers and inequities facing children, youth and families affected by child welfare
- Passionate about pursuing equity alongside young people and allies through fundraising and programming initiatives
- Experience working with donors and/or development teams
- Committed to meaningful, ethical and sustainable youth engagement practices, youth leadership and positive youth development, as well as strength-based, anti-oppressive and trauma-informed practices
- Two or more years' experience working with young people who have had involvement with the child welfare system and/or young people who have faced complex trauma and barriers
- Excellent interpersonal and relationship development and management skills; strength-based, solutions-focused collaborator with diverse stakeholders, including youth, colleagues and partners, maintaining a positive work environment
- Excellent organization, planning, time management and administrative skills
- Excellent communications skills, both oral and written
- Advanced report writing and editing skills
- Intermediate to advanced skills in MS-Word, MS-Excel and MS-PowerPoint, email, calendar, and web browsers

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- Intermediate to advanced data entry, data maintenance, and database administration skills
 - Project management skills

Qualifications

- Relevant post-secondary degree or an equivalent combination of education and experience
- Minimum of 2 years' experience in a related role
- French language proficiency an asset

Hours of work

- Regular office hours: 9:00 am to 5:00 pm
- Occasional evenings and weekends during busy periods
- Vacation restrictions during busy periods

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

Note that currently as a result of the COVID-19 pandemic, CAFC staff are working remotely with a plan to return to the office in December 2021 or when it is safe to do so. Our goal is to work out of the CAFC offices, located in downtown Toronto.

To Apply Please forward a current resume, with covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "Officer, Youth Community 2021" in the subject line of your email by October 31, 2021.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.

*Those who are currently eligible for Children's Aid Foundation of Canada funding and programs will no longer be eligible to apply for these supports should they accept this position.