



CONNECTING YOUTH. TRANSFORMING LIVES.

Employment Opportunity

Job Title	Program Coordinator for The Elevation Project
Reports to	Training and Development Coordinator
Application Deadline	Friday, April 13, 2018
Start Date	May 15 (partner development) August 1 (Some flexibility)
Classification	Full-time, (32 hours/week), Salary (partner-development required)
Location	Generally works out of the Surrey office

Our Mandate:

Youth Unlimited (YU) in Greater Vancouver is a faith-based, grass-roots, pioneering organization that offers connection and transformation fostering mental, physical, social, spiritual and emotional well-being among young people in our community. The Elevation Project (elevationproject.ca), is Greater Vancouver Youth Unlimited partnership with Rwanda Youth for Christ.

The Position:

As Program Manager, you would be responsible for managing in all parts of The Elevation Project. Specific responsibilities include a high-level involvement in maintaining the financial stewardship and partner development of the program, assisting in the development and operationalizing of strategic plans and guiding principles, maintaining clear relationships and communications with partners both in Rwanda and North America, and traveling to Rwanda to lead teams and monitor partnership activities.

This job might be for you if you:

- Are a world-changer
- Are passionate about international development
- Enjoy taking leadership of people and projects
- Are comfortable with raising funds and financial stewardship
- Are able to take initiative and work in a team environment, as well
- Are trust-worthy, savvy and professional
- Are comfortable communicating with people from different backgrounds and cultures
- Are passionate about seeing youth transformed by cross-cultural experiences
- Have an understanding of, and appreciation for, Christian culture

You've got:

- A post-secondary degree (or equivalent experience) related to international development
- Good communication skills, particularly in writing and in partner/donor presentations
- Project design and marketing experience
- Microsoft Office applications experience—specifically Word, Excel, and PowerPoint
- Familiarity with Adobe Creative Suite — specifically InDesign and Photoshop
- Good planning, organizing and prioritizing skills and can coordinate shifting workloads and activities
- Excellent interpersonal skills, initiative, sound judgment, integrity, reliability, and are a team player
- A teachable spirit and willingness to learn and collaborate with others

Extra awesome if you've got:

- Social media skills and experience
- Finance database experience
- Knowledge of CRA requirements for charities working internationally

Applying

Please send a cover letter, resume and a short statement outlining your philosophy of Christian international development to Dean Klassen via email, snail mail or drop them off in person by April 13, 2018: dean@youthunlimited.com; #115-12975 84th Avenue, Surrey, BC V3W 1B3.

About Youth Unlimited

Youth Unlimited has been helping young people discover their potential since 1944. With eight chapters in Greater Vancouver, YU provides caring relationships and developmental opportunities for vulnerable youth through relevant programs and individual connections, aimed at fostering mental, physical, social, spiritual and emotional well-being among young people in the community. Formerly called Youth For Christ, Youth Unlimited is a Christian organization and cares for all youth regardless of faith, race, gender or any other trait.

www.youthunlimited.com

About The Elevation Project

Recognizing some of the challenges youth across the world face and knowing that together we could do more than we could working alone, Greater Vancouver Youth Unlimited partnered with Rwanda Youth for Christ in 2007, combining skills, creativity, resources and dedication. This partnership has been transformational in both Canada and Rwanda through our shared programs: The Elevation Experience – our leadership development program for Canadian youth and student sponsorship for Rwandan children from disadvantaged families.

www.elevationproject.ca