



Position: Special Projects Coordinator

Position Type: Full-Time (18-month term, with possibility of extension)

Responsible to: Program Director

Primary Function: The Special Projects Coordinator will play a critical role in implementing strategic recommendations, supporting our impact measurement, and strengthening relationships with community partners. This position is designed to help free up leadership capacity and ensure Youth Central remains nimble and effective as demand continues to grow.

The Coordinator will work closely with the Program Director, YVC Program Coordinator, and partner organizations to refine program delivery, enhance engagement opportunities, and develop long-term sustainability for the Youth Volunteer Corps (YVC) and other Youth Central programs.

Essential Skills and Abilities:

- A belief that youth are essential to a vibrant community, and should be engaged in all aspects of the community, and celebrated for all they do for our community.
- Work with a variety of people, cultures and organizations, and build collaborative relationships.
- Communicate effectively using appropriate methods with all stakeholders.
- Work in teams or take initiative and act independently as appropriate.

Key Responsibilities:

1. Program Development & Implementation

- Assist with the development of new youth and partner engagement opportunities, including events and capacity-building initiatives.
- Ensure programming remains accessible and responsive to the needs of diverse youth participants.

2. Partner & Community Engagement

- Strengthen relationships with 120+ partner agencies, ensuring YVC projects align with community needs.
- Build relationships with new partner agencies for YVC projects
- Coordinate and host partner engagement event(s) to foster collaboration and knowledge-sharing

3. Impact Measurement & Data Management

- Support the rollout of the new strategic impact measurement plan for YVC.
- Input and analyze both quantitative (volunteer hours, number of projects, partner participation) and qualitative (stories, testimonials, feedback) data.



- Help build tools and processes to evaluate program outcomes and share findings with youth, partners, and funders.

4. Organizational Support & Capacity Building

- Provide support with tasks in the YVC program (communication with volunteers, reference letters, etc.)
- Contribute to communications strategies to share program results and impact.
- Support the sustainability of programs by assisting with funder research and reporting.
- Other duties as assigned as organizational needs evolve.

Qualifications & Skills

- Post-secondary education in nonprofit management, social sciences, or a related field, or equivalent experience.
- 1-3 years of experience in program coordination or nonprofit/community engagement.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Demonstrated ability to build relationships and work collaboratively with diverse communities.

Why you'll love working with us:

- **Meaningful Work:** Every day you go home knowing you contributed to making the world better.
- **Supportive Environment:** A culture of collaboration, respect, and continuous learning where you can thrive.
- **Comprehensive Benefits:** Health, mental health, and wellness supports for your personal and professional well-being.
- **Flexible Schedule:** After six months, choose a four-day work week or alternating Fridays off to support your work-life balance.

In addition to everything above, the salary range for this role is \$46,000 - \$56,000 annually.

The successful candidate must complete a Police Check, including a Vulnerable Sector Check, and a Child Intervention Record Check. The target start date for this position is November 2025.



If you are seeking a rewarding role in a collaborative, and supportive hybrid environment, please submit your cover letter and resume to **ros@youthcentral.com** **by 11:59 p.m. on October 15, 2025.**

Youth Central Society is an equal opportunity employer. If you require accommodation during the interview process, please inform us in advance so we can meet your needs.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No telephone inquiries, please.