

## Appendix 1: Job Description

### **Youth Worker Assistant - Temporary full-time (summer)**

The Pride Centre of Edmonton is an inclusive and vibrant community-based charitable organization whose vision and mission are as follows.

#### Vision

A society that celebrates diversity, acknowledges the dignity of LGBTQ people and embraces full human rights for all people.

#### Mission

The Pride Centre of Edmonton enriches and improves the lives of LGBTQ people, their allies, and the broader community in the Greater Edmonton area. The Centre provides resources, social and wellness supports, public education, leadership opportunities, referrals, and a safe, welcoming space through its programs and partnerships.

#### **Main Responsibilities - Youth Worker Assistant**

The primary role of the Youth Worker Assistant is to support the creation, development, implementation, and evaluation of youth programs at the Pride Centre.

- Plan, coordinate and execute community programs as directed by the Youth Outreach Worker.
- Research and plan culturally diverse programming under the direction of the Youth Outreach Worker.
- Research and provide input on the creation of a policy manual to be abided by community-led programs at the centre.
- Work on the planning and creation of a youth-centred space at the PCE.
- Assist in identifying funding opportunities for youth programs.
- Assist with the facilitation of multiple support groups.
- Assist with daily operations of the Pride Centre.

#### **Required Qualifications**

- Must be continuing post-secondary education, preferably in the fields of social sciences.

#### **Recommended Qualifications**

- Strong communication skills including verbal, written and social media.
- Demonstrated knowledge and commitment to the full spectrum of the LGBTQ+ community.
- Knowledge of issues and barriers facing LGBTQ communities.
- Available to work outside of regular business hours.
- Strong attention to detail
- Works well in a team and independently
- Self-motivating and takes initiative
- Requires a valid driver's license and a vehicle
- Competency in computer software including Excel, Word, PowerPoint and Prezi, is preferred.

#### **Hours of work**

35 hours per week at \$18.00 per hour. Some evening and weekend work. These are temporary full-time positions that conclude at the end of August 2018. The Pride Centre's hours of operation are Monday, Wednesday and Friday 10–5:30 pm and Tuesday and Thursdays 11:30–7:00 pm.