

## EYEEC Youth Economic Project Manager

*The Edmonton Youth Economic Ecosystem Collaborative (EYEEC) is a collaborative of members (individuals and organizations) working with youth and other stakeholders to improve economic conditions for young people (15-30 years) in Edmonton, especially youth facing barriers, by supporting changes to systems that will make it easier for youth to access and sustain meaningful employment, career development, training or entrepreneurship opportunities.*

EYEEC along with Boys and Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position:

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Position Name:	Project Manager
Position(s) Available:	One (1)
Status:	Temporary Full-Time Position – 2 year term*
Salary Range:	\$70,000-\$75,000 annually

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### **About the Youth Economic Project Manager**

The Youth Economic Project Manager is a role that will work alongside Edmonton's youth (aged 15-30 years), employers, community agencies, workforce development agencies, government ministries and education systems, to:

- Increase cross-sector collaboration and learning
- Increase employer engagement and involvement
- Provide collective advocacy by leading and/or supporting systems change as priorities emerge with cross-sector learnings
- Broaden youth connections and access to job opportunities, workforce development/training programs, and more
- Elevate youth voice and involvement in these issues that impact them

The collaborative knows that supply and demand-led approaches and cross-sector collaboration between employers, workforce development agencies, education, youth, and the government are crucial, therefore the Project Manager will work with a team and the community to understand the current context, see opportunities for real-time improvements, identify system level changes needed and work together on solutions.

### **The key responsibilities of this position will include:**

- Building capacity and supporting the collaborative to move forward with its vision and action plans.
- Leading strategic thinking by focusing on linking today's youth employment issues and ideas with a longer-term vision.
- Engaging youth, employers, government ministries, and other youth employment agencies to build knowledge, understand and evaluate the demands and challenges for young people that the collaborative is trying to address including managing the development and implementation of an evaluation framework.

- Engaging the EYEEC committee and stakeholders in meaningful ways to co-create direction and implementation of the various initiatives that will be undertaken. Together establish solutions going forth that are communicated to the community as a whole.
- Overseeing communications and marketing for the project by communicating the EYEEC vision to amplify the issues, challenges, and solutions as well as supporting and approving the messages being delivered on behalf of the collaborative.

**The successful candidate will have:**

- Combination of a University degree or college diploma in a related field (business, community social work, community economic development, etc.) and/or experience working with community economic initiatives or collaboratives.
- 5 years combined experience in a role involving youth employment programming, participatory research, community development, and/or economic development. Previous experience in a supervisory and/or leadership role and project-based work is an asset.
- Solid knowledge of community economic development, labor market information, youth employment initiatives/programming, and community and partnership development. Knowledge of how to support and engage youth who are systemically excluded. Able to use a trauma informed/anti-oppression approach to engaging young people and others.
- Excellent relationship building skills. Is able to see and initiate important connections related to improving economic conditions for young people.
- Ability to use strategic system level thinking.
- Excellent written communication skills and the ability to speak publicly, whether directly or indirectly to an audience.
- Technical skills; solid knowledge base of information management systems and proficient in Microsoft Office suite programs.
- Ability to function independently and as part of a team
- Ability to embrace and practice the agencies equity, diversity and inclusion philosophy and integrates this practice into their work and agency messaging.
- Able to work flexible hours including evening and weekend availability. Agency operates with a 37.5 hours per week.
- A clear Police Information Check and Child and Youth Intervention Record Check no more than 6 months old are conditions of hire.
- A valid driver's license and access to a vehicle.

**Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a great place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.**

**Interested applicants are asked to apply by February 20, 2023; however, the position will remain open until a suitable candidate is found.**

*\* While this is currently a temporary contract there is the possibility of further extension.*

Please forward your resume to:

Attention: Human Resources  
E-mail to [kim.collister@bgcbigs.ca](mailto:kim.collister@bgcbigs.ca)

*No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.*