



Job Posting: Youth Engagement Coordinator – Leadership and Training

About Us

The Doorway is a youth-driven organization that empowers young people as they transition off the streets and into stable and secure housing. At The Doorway we believe that transition is about changing more than where you sleep, it's about changing the way you see yourself and the world around you. The Doorway community is passionate about listening, empathy, empowerment, and self-determination.

The Role

The Doorway is looking for the right person to develop and deliver a new leadership and training program that empowers current Participants and invites Alumni to have a stronger more impactful voice at The Doorway and in community, while accessing training, participating in knowledge exchange and becoming peer leaders. This program will complement Doorway's proprietary MyPlan program, and the YEC-L&T will work alongside the YEC-MyPlan team members to support organizational operations and alignment.

The YEC – L&T will embody The Doorway values of listening, dignity, integrity, non-judgement and forgiveness to develop unique leadership and training opportunities in line with participant needs. The YEC will earn respect and trust, while empowering young people to build autonomy, self-accountability, and sustainable change, while breaking down systems dependence.

The YEC-L&T works in a team of three and reports directly to the Executive Director and requires a high level of collaboration. All members of The Doorway must be trained on and aligned with the MyPlan Program.

Responsibilities

Program Development and Delivery:

- Work collaboratively with Participants and Doorway staff to develop and deliver a participant-driven leadership and training program with specific focus on program Alumni.
- Understand and meet all relevant grant and funding requirements through all stages from development to reporting.
- Build long-term relationships with participants in line with a trauma-informed practice that exemplifies authenticity, transparency, respect, honesty and trust.



Physical Address:
Bay 10, 2808 Ogden Road SE Calgary AB T2G 4R7

Mailing Address:
Box 46067, Inglewood RPO Calgary AB T2G 5H7

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friends@thedoorway.ca
thedoorway.ca

- Ensure the space is welcoming, comfortable, clean and intuitively navigated.
- Work collaboratively to deliver meaningful opportunities to participants across all programs.
- Develop community partnerships and offer training opportunities to participants based on interest and need.
- Train participants to become peer-mentors and Witnesses in the MyPlan program.
- Work in collaboration with the Volunteer Coordinator to create volunteer opportunities internally and externally for participants.
- Support the MyPlan team as needed.

Admin/Data Entry:

- Creation of a final Leadership and Training Program Manual
- Track program development process, participant engagement and create opportunities for feedback loops.
- Track and report on program expenses, including participant incentives.
- Collect relevant information needed for reporting.
- Manage and maintain relevant filing and team spaces as required.

Competencies

- Strong background in youth and leadership development with specific knowledge and expertise in using a youth-led approach.
- Exceptional collaboration, communication and interpersonal skills.
- Sound judgement, ability to work as a team as well as independently.
- Quick and creative problem-solving skills with a moderate level of comfort in taking risks and failing safely.
- Experience working through an equity and trauma-informed lens, with a general knowledge of substance use disorder, mental illness, homelessness with desire to breakdown systems dependence.
- Knowledge of community resources and networks and experience working in social services or non-profit.
- MS OfficeSuite 365, including Teams, Sharepoint.
- Strong writing and reporting skills. Experience in grant writing is considered an asset.

Qualifications

- Minimum 5 years experience working directly with equity deserving youth, ideally in a non-profit setting.
- Post-secondary education or training in a related field and/or lived-experience reflective of program participants.
- Current CPR & First Aid

Job Type

- **Hours:**
 - This position works a 37.5 hour week, where evening work is required.
 - Expect for weekend work as needed.
 - Flexible scheduling available with the option to work a compressed work week based on program needs.
- **Location:**
 - This position requires primarily in-person work in Calgary, AB.
- **Compensation:**
 - \$60,000 Annual Salary
 - Extended benefits
 - 2 weeks paid leave for winter break. Vacation paid out.
- **Starting Date:** ASAP

How to Apply

- Please send your resume and cover letter telling the story of why you are the best fit for the role to admin@thedoortway.ca.
- Include the Job Title in the subject line.
- Applications will only be accepted via email.
- Incomplete applications may not be accepted.

Deadline to apply: Thursday January 29th at 11:59 PM MST.

Thank you so much for your interest, while we would love to get back to everyone, due to a high volume of applications, only those invited to interview will be contacted.