Go Girls! Program Coordinator & Community Engagement Liaison Job Posting

Mission, Vision and Core Values

Our Mission is to enable life-changing mentoring relationships to ignite the power and potential of young people.

Our Vision is that all young people realized their full potential.

Our Core Values are:
- We Champion Potential
- Every Connection Counts
- Showing Up Matters

Big Sisters of BC Lower Mainland (www.bigsisters.bc.ca) is a non-profit society and proud member agency of Big Brothers Big Sisters of Canada Federation. We are committed to enhancing the confidence, self-esteem and well-being of girls, non-binary or transgender youth. Big Sisters of BC Lower Mainland is a leader in mentoring youth and providing ongoing support through a variety of engaging programs. Our organization is committed to diversity and inclusion and we encourage applications from those who identify as Indigenous, a person of colour, LGBTQ2+, a person with a disability or other community that experiences additional barriers. Join us and make a positive difference in the lives of others in the community.

Why it’s great to work with us:

Big Sisters is a friendly, inclusive and committed team who offers their employees fifteen vacation days within the first year as well as fifteen health days. We provide a generous health care and extended benefits package, including prescription drugs and dental plan. As well, we provide our employees with a professional development allocation and various learning opportunities. Ignite your full potential with Big Sisters!

Is this you?

You are passionate about mentoring girls, non-binary or transgender youth. You believe it’s your mission to create quality group programs and support our volunteer mentors so they can work towards helping participants develop a positive self-image and boost their self-esteem. You are a positive person who demonstrates self-awareness and has strong communication and presentation skills. You enjoy engaging with members of the community to build relationships that lead to potential partnerships or opportunities for client and volunteer recruitment. You understand the importance of ensuring safe and healthy mentoring relationships take place by monitoring and instilling trust between volunteer mentors and program participants.
The **Go Girls! Healthy Bodies, Healthy Minds** program is a group mentoring program for participants in grades 4-7 who are matched with volunteer mentors (mostly aged 19-30). This program is designed to encourage active living, balanced eating, and the development of a positive self-image.

The Community Engagement Liaison role includes the recruitment of volunteers and clients across all programs at Big Sisters of BC Lower Mainland, the engagement of volunteers within the organization, and communication with external stakeholders to create and maintain external partnerships.

The Go Girls! team is looking for an energetic, responsible and positive person to join us, with a strong commitment to our mission, who will take a creative approach to managing the development, implementation, recruitment and screening of volunteers, program monitoring and overall program functions of the **Go Girls! Healthy Bodies, Healthy Minds** program.

**What you will be doing:**

**Go Girls! Program Coordinator (4 days per week)**

- Screening potential volunteer mentors
- Delivering group pre-match training to all volunteers and children/youth involved in the program
- Maintaining confidential and accurate written case notes and program files
- Acting as a liaison between our agency, relevant school board and school personnel
- Matching volunteer mentors to schools and coordinating all program logistics
- Monitoring program delivery and ensuring that program standards are being met
- Community outreach and partnership development, including developing and implementing recruitment strategies for Go Girls! volunteer mentors and public presentations
- Ensuring outcome measurements and evaluation tools for the program are maintained
- Providing regular program updates and statistical program information to the team and fundraising department

**Community Engagement Liaison (1 day per week)**

- Recruitment of volunteers and clients for all Big Sisters Agency programs
- Create and post volunteer opportunities online
- Research potential recruitment referral sources and potential partners
- Liaising with community partners and giving presentations regarding our programs
- Communicating with stakeholders in-person, online, email, and phone
- Represent Big Sisters Agency at recruitment fairs, lunch and learns, other community events and provide follow up communication
- Track and input inquires into database and follow up interested parties
- Contribute to the creation and execution of a community engagement plan in tandem with the Team Lead

**What you bring:**

- You have a minimum 2-year post-secondary diploma in social work, education, child and youth care or a related field *(required)*
- You have a valid driver’s license and access to a car for out-of-office appointments *(required)*
- You have at least two years of experience in non-for-profit program implementation and program development
- You are skilled in group leadership, facilitation and program coordination
- You have well-developed interpersonal, written and oral communication skills
- You are a confident speaker and able to give presentations to a variety of audiences
- You are a well-organized, mature, self-starter with the ability to handle a wide variety of tasks
- You work well under high-stress situations and hard deadlines
- You are motivated by our mission to increase the confidence and self-esteem of girls in the Lower Mainland
- You have a flexible schedule, with the ability to work some evenings and weekends
- You have experience working with a culturally diverse client and volunteer base
- You are knowledgeable about child and adolescent development and issues for adolescent girls
- Experience working with a case management database is an asset

**What we offer:**

- An opportunity to do meaningful work and make a positive impact in the community
- A supportive, positive and engaging work environment
- A commitment to work/life balance for employees
- An annual salary of $45,000
- A comprehensive benefits package
- Fifteen vacation days within the first year of employment, pro-rated
- Commitment to training and development to support employee growth through our professional development benefit

**This Position:**

This is a full-time 5-days per week (37.5 hours) position. Daytime travel and some evening work will be required.

For this position the candidate must be fully vaccinated. Accommodations will be considered upon request.

If this position sounds like you, please let us know why by submitting your resume and cover letter to jobs@bigsisters.bc.ca

**Please use the Subject Line:** Go Girls! Program Coordinator & Community Engagement Liaison

Applications will be reviewed as they are received so we encourage candidates to apply as soon as possible.

*If your background and qualifications match the position requirements, we will contact you.*