



Program Co-Lead

Full-Time

Comox Valley
Courtenay

Tuesday February 24, 2026

\$26 - \$30/ hour

Company: Youth Climate Corps BC

Website: <https://www.youthclimatecorps.com/career>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Application Process: Interested candidates are asked to complete their application by midnight (PST) on March 1, 2026 by: Clicking the “Apply Now” button and uploading a resume. Submitting a video introduction (about 3 minutes) to people@youthclimatecorps.com with the subject line: Co-Lead Application [location], letting us know: • Why are you interested in this position? • How will you help move the YCCBC mission forward in this leadership role? We’re interested in what you have to say, not how polished your video is. Production quality will not factor into our assessment. If you prefer a different format, we’re happy to accommodate. Candidates selected for an interview will be notified the first week of March, with interviews taking place between March 9-20. YCCBC strives to create a safe, accessible, and anti-oppressive environment where people can show up fully and contribute meaningfully to climate justice. We value lived experience and encourage applications from individuals and communities who have been historically excluded or marginalized. If you need accommodations at any stage of the application or hiring process, we’re happy to work with you. Please connect with us at people@youthclimatecorps.com. Applicant screening and AI use: Applications are first screened in the Rise platform using AI to check whether minimum requirements and eligibility criteria are met. After this step, a trained YCCBC team member personally reviews your resume and watches your video submission. No automated tools are used to make final hiring decisions. We recognize that AI tools can be helpful when preparing applications. If you choose to use AI tools, we ask that you use them responsibly while ensuring that submissions reflect your own experience and voice. By applying, you consent to the use of this technology as part of the screening process.

Expiry Date:

Tuesday, March 10, 2026

Details:

Job Title: Program Co-Lead Number of positions available: 2 Reports to: Assistant Director of Programs Location: Courtenay, BC Exempt: No Position Status: Temporary, fixed-term contract from approximately April 20 to September 18, 2026, subject to funding confirmation. Hours per week: 35 hour Wage: \$29.41/hr, plus 4% vacation pay Application Deadline: March 1, 2026 by Midnight (PST) Job Overview: In alignment with YCCBC values and within a unionized workplace, the Co-Leads jointly oversee the overall operations of the Youth Climate Corps (YCC) program in Courtenay, ensuring its smooth execution and alignment with organizational goals and the applicable Collective Agreement if necessary. This role includes shared responsibility for program planning, partnership development, administrative leadership, team supervision, as well as on-site, hands-on work alongside the Community Climate Action Mobilizers. Working in a co-leadership model, the Co-Leads collaborate closely with one another to provide day-to-day leadership and coordination of the program. Together, they support and supervise the Mobilizer team members, exercising supervisory responsibilities in a fair, transparent, and equitable manner and in accordance with the Collective Agreement if necessary, organizational policies, and applicable legislation. The Co-Leads work collaboratively with the City of Courtenay, surrounding communities, and local organizations to build a set of meaningful projects for the Mobilizers. Opportunities may include ecological restoration and monitoring, local food security, fire-smarting projects, emergency preparedness, community outreach, education, and engagement. If you are curious to learn more about this position, we'll be hosting several information sessions and strongly encourage you to attend one. Please follow this link to register. Responsibilities and Duties: Leadership:

- Share responsibility for leadership of the YCC program, including collaborative planning, decision-making, and problem-solving.
- Facilitate career skills development and youth leadership opportunities in alignment with YCCBC values and program goals.
- Provide supervision, guidance, mentorship, coaching, and constructive feedback to the Mobilizer team members, including participation in performance review processes.
- Model respectful labour-management relationships and support a healthy, collaborative unionized work environment.
- Practice clear communication and coordination between Co-Leads to ensure consistency, transparency, and continuity for staff and partners.

Supervision and Support:

- Support team wellbeing and celebrate team successes.
- Navigate team dynamics and workplace conflict using fair, trauma-informed, and equitable

processes consistent with the Collective Agreement and organizational policies.

- Serve as shared points of support and escalation for operational challenges raised by the team and collaborate with YCCBC management staff as required.
- Participate in Joint Health and Safety committee meetings as required.
- Ensure employees are aware of their rights to union representation and follow established processes when addressing performance or conduct issues.

Pre-Program:

- Collaborate with the Assistant Program Director, Program Director, and City of Courtenay, other city staff, and local community organisations to design programming, coordinate logistics, and prepare and deliver training.
- Coordinate responsibilities between Co-Leads to ensure balanced workloads and shared accountability.
- Participate in recruitment, hiring, and onboarding processes for the Mobilizers in accordance with the Collective Agreement and organizational hiring practices.

Program Operations:

- Oversee day-to-day program operations, including projects, people, and risk management.
- Coordinate job site activities with external partners.
- Meet regularly with the Assistant Program Director, other YCCBC staff, and City of Courtenay to provide program updates and refine program project planning.
- Allocate resources, manage program budgets, and prepare reports to meet program goals and funder requirements.
- In collaboration with the YCCBC Communications Team, coordinate communications surrounding YCCBC programming including social media and other forms of media.

Administrative Duties:

- Work collaboratively to divide administrative responsibilities in a way that supports sustainability and clarity.
- Spend approximately 50% of time on administrative and logistical activities such as program planning, training coordination, partnership development, reporting, and communications.
- Ensure compliance with organizational policies, WorkSafeBC requirements, and relevant provisions of the Collective Agreement.

Partnership Development:

- Identify and support meaningful opportunities for community climate action projects in collaboration with City of Courtenay.
- Build and maintain relationships with community partners, members, and Indigenous rights holders.

On-Site Engagement:

- Spend about 50% of time working alongside Mobilizer team members to foster collaboration and monitor project progress.
- Foster a safe, inclusive, and respectful working environment on all job sites.

Post-Program:

- Compile program results and recommendations in a written end-of-season report.
- Provide recommendations for future programming in Courtenay.
- Coordinate end-of-season communications with program partners

Working Conditions: • A

combination of home office work and on-site duties, including outdoor work in varied weather conditions and physical labour.

Qualifications & Experience:

Qualifications:

- No 'formal' post-secondary education is required, as we recognize that 'formal' education at colleges and universities is just one version of many types of meaningful education.
- Personal values and commitment to climate action, social justice, anti-racism, anti-oppression, diversity, inclusion, reconciliation and decolonization.
- Awareness of one's own lived experience of systemic barriers or privilege, and how that shapes your unique contribution to strategic social change.
- Knowledge of climate science, climate risks, and effective ways to take action in the community.
- Flexibility to work a variety of hours including some evenings and weekends to accommodate projects that may take place outside of regular business hours.
- The legal authority to work in Canada.
- Criminal record check may be required.
- Physical ability that allows for extended periods of standing, walking, moving supplies or equipment weighing up to 20 pounds, and tasks that involve bending or stooping.

Experience, skills, and attributes:

- Experience working within a co-leadership or shared leadership model, or a strong commitment to collective leadership, shared decision-making, and collaborative accountability.
- Experience in program design and management, facilitation, and team leadership.
- Experience providing day-to-day supervision in a unionized or values-based workplace is an asset.
- Experience working with organizations in the Courtenay area is an asset.
- Strong organizational and problem-solving skills.
- Familiarity with health and safety standards, including WorkSafeBC requirements.
- Experience working with diverse project partners.
- Experience in public communication, public speaking, presentations and environmental education.
- Experience working with youth, in a mentorship or leadership role
- Financial management, administrative, and organizational skills, including budget tracking and preparing team schedules.
- Knowledge of and/or work experience in climate change, anti-oppression work, and related fields such as food security, energy, forestry, and climate justice.
- Confident with G-Suite (Google Apps), Office, basic databases, videoconferencing, and other applications.
- Standard First Aid certification or higher, training may be provided.
- Driver's License is an asset

Selection Criteria: Preference will be given to those:

- Living in and/or are connected to the local community
- Have experience working with

YCCBC •Are age 30 and under If you do not meet all the selection criteria, please do apply! It does not disqualify your application, there are many factors that will be considered in finding the person(s) to fulfil the Co-Lead role.
