



JOB POSTING

Employment & Life Skills Coordinator

The Comox Valley Art Gallery seeks applications from individuals interested in supporting our *Youth Media Project* – one 15-week program for community action that provide media, art & employability skills to youth between the ages of 16 and 30.

Details: Temporary, Part-time, Contract: 15 Weeks, 15 hrs/wk, \$25/hr. Dec 31st, 2018 – April 12th, 2019.

This position is an arms-length contractor who provides employability and life-skills expertise to project participants through: workshops, demonstrations, group dialogues, etc. The individual also works one-on-one with youth to enable progress on an employment action plan – and connects youth with a range of career and community resources as needed. Where appropriate, the Coordinator connects youth with employment opportunities that fit within the youths' overall career goals and strategies. The Employment Coordinator will be expected to work with youth to ensure successful work placements and reports to the Team Leader.

Required Skills/Experience:

- Minimum of 3 years working with youth in employability context
- Preferred: certification as Life-Skills and/or Employability Coach
- Degree/Diploma in Human Services or equivalent
- In-depth knowledge of employment resources within the Comox Valley
- Preferred: Network of potential employment contacts
- In-depth knowledge of resume writing, interview skills and general employability issues - ability to lead workshops on these topics and ensure participants have an up to date resume.
- Excellent interpersonal skills, and a desire to help youth succeed.

If interested, please submit a resume and cover letter to Krista Tupper by January 2nd, 2019 at: krista.cvagymp@gmail.com or drop off directly at the Comox Valley Art Gallery. There is a possibility of continuing to work on future projects if successful.

COMOX VALLEY ART GALLERY
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Questions? Call 250-338-6211

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Partners: Wachiay Friendship Centre, Creative Employment Access Society, Imagine Comox Valley