

**The Primate's World Relief and Development Fund
The Anglican Church of Canada
Position Description**

Position title:	Youth Engagement Facilitator	
Immediate supervisor:	Director, Canadian Anglican Partnership Program	
Positions directly supervised:	None	
Job Category:	7	Status: Full-Time, Member of Bargaining Unit
Date Prepared:	June 2017	
Approved By:	Executive Director	

PWRDF seeks a truly just, healthy and peaceful world. As an instrument of faith, PWRDF connects Anglicans in Canada to communities around the world in dynamic partnerships to advance development, respond to emergencies, assist refugees and act for positive change.

All PWRDF staff contribute to the fulfillment of the vision and mission of PWRDF and the mission of The Anglican Church of Canada.

Partnership is both the *work* and a *way of working* for PWRDF

PURPOSE OF THE POSITION:

The Youth Engagement Facilitator will guide the creation and implementation of a strategy that will communicate The Primate's World Relief and Development Fund story effectively and compellingly to Anglicans between the ages of 16 to 30 and engage them in becoming ambassadors for and supporters of the organization.

I. DUTIES AND RESPONSIBILITIES:

1. Provide leadership, structure and program to the Youth Council and Youth Diocesan Ambassadors (JDAs), by:
 - Engaging them in the work of PWRDF and empowering them to be advocates for PWRDF and leaders in the Anglican Church of Canada
 - Working with the Canadian Anglican Partnership Program (CAPP) Director and other management, staff, and board to support a more integrated and lively educational and governance approach that integrates youth into the whole PWRDF organization
 - Developing volunteer management tools for recruitment, screening, training, coaching, and recognizing the work of youth volunteers
 - Enabling leadership to emerge within the Youth Council

2. Develop innovative resources for use by youth, young adults, and youth leaders, by:
 - Preparing materials for secondary and post secondary that are PWRDF – branded or co-branded with other like-minded organizations.
 - Engaging Youth Council, JDAs and others in advising on and preparing youth-focused resources

3. Animate a broader youth network through:
 - Providing educational resources and educational opportunities for youth and young adults.
 - Contributing to campaign and public engagement work to mobilize youth engagement and support for PWRDF
 - Communication directly with diocesan and regional staff involved in youth leadership, individuals and youth groups, and other like-minded groups
 - Undertaking speaking engagements and workshops for groups of youth and youth leaders, both Anglican and non Anglican
 - Building relationships with colleges and universities
 - Hosting World Café or other interactive opportunities for engagement with colleges, universities, etc.
 - Developing Terms of Reference, in consultation with the CAPP, Development, and Finance, Administration and Operations (FAO) teams, for posting of internship opportunities that provide mutual growth opportunities for interns and for PWRDF

4. Work with Communications Coordinator to maintain and develop youth focused communication tools such as, but not limited to the *justgeneration.ca* (website) and relevant and emerging social media platforms

5. Engage in Anglican and ecumenical youth networks to help empower and educate Anglican Youth and Young Adults within networks such as KAIROS, Canadian Foodgrains Bank, World Council of Churches, Student Christian Movement in Canada, World Christian Student Federation, etc. Engage in other church or civil society networks as deemed appropriate

6. Identify and explore grant opportunities that would enable PWRDF to offer additional programming or leadership opportunities to youth and young adults

ORGANIZATIONAL RESPONSIBILITIES

- Perform routine administrative tasks related to this position.
- Contribute to the building and maintenance of a mutually supportive relationship between PWRDF and ministries of the Anglican Church of Canada, including General Synod, Anglican Foundation, dioceses and parishes across the country.
- Contribute to a healthy relationship between Union and management
- Undertake speaking engagements, presentations and workshops on behalf of

- PWRDF
- Participate in institutional activities (e.g. team and staff meetings, policy development, matrices)
 - Work within PWRDF policy, guidelines and strategic directions

OTHER DUTIES AS ASSIGNED

- Carry out additional assignments as required

II. TYPICAL CONTACTS:

INTERNAL (PWRDF AND CHURCH HOUSE STAFF):

- PWRDF staff
- Church House staff
- Primate or General Secretary

EXTERNAL (BEYOND PWRDF AND CHURCH HOUSE STAFF):

- Canadian Dioceses, Youth Council members, Youth Diocesan Ambassadors, Diocesan Representatives
- Broader Anglican constituency and other interested individuals
- Diocesan staff, particularly those with youth leadership roles
- Ecumenical network staff
- Memberships and Alliances staff
- PWRDF board of directors
- High schools, colleges and universities

III. RESPONSIBILITY AND AUTHORITY:

EMPLOYEE RELATIONS:

- Contribute to the effective staff working relationships in PWRDF and between PWRDF and Church House

MONEY:

- Responsible for working with the portion of the PWRDF budget set for Youth Council and youth focused programming

DECISION-MAKING AND RECOMMENDATIONS:

- Responsible for proposing budget and programming for 16 to 30 year olds

IV. JOB SPECIFICATIONS:

PREVIOUS EXPERIENCE, SKILLS AND EDUCATION REQUIRED:

- University degree or equivalent preferably in one of the following areas: International Development Studies, Community Work, Adult Education, Theology, Youth Ministry, Volunteer Management, Program Management
- Minimum 3 years experience working with youth/young adult programming
- Demonstrated competence in articulating concepts, values and theology to a variety of audiences
- Excellent ability to interact and communicate with diverse stakeholders.
- Excellent ability to interact and communicate verbally and in writing with individuals of all ages, but particularly those under 30.
- Ability to effectively use current and new social media tools to engage youth
- Strong time management skills and ability to balance and prioritise competing organizational needs
- Computer proficiency in the Microsoft products, PowerPoint, etc. and ability to learn and apply such skills as web management, virtual meetings, facebook live, etc.
- Social Media skills in platforms such as Facebook, Twitter, Instagram, Youtube, and Flickr, to contribute to youth engagement in innovative ways.
- Demonstrated ability to identify opportunities for engagement with youth
- Ability to work collaboratively within and across staff teams
- Respect for and commitment to representing the Anglican Church of Canada, the Anglican Communion and the Christian community. Knowledge of Anglican Church structures helpful
- Commitment to global justice, people-centred development and the principles of accompaniment and partnership in a faith-based context
- Ability to provide a valid Police Information Check

PHYSICAL AND MENTAL EFFORT:

- Frequent periods are spent standing or sitting in the same location with some opportunity to move about. Occasionally required to stoop or lift light material or equipment.
- Work and environment are quickly changing and responsive. There is noticeable pressure from deadlines, production requirements, accuracy or similar demands. Capacity to resolve complaints effectively and with grace is required.

CONDITIONS UNDER WHICH WORK IS PERFORMED:

- Need for flexibility in scheduling to respond to availability of youth; occasional scheduled overtime to meet deadlines and organisational needs
- Work within an open concept office and potential interruptions
- Travel within Canada and possibly internationally