

Position Available: **Youth & Philanthropy Initiative Coordinator**

Are you a person who enjoys challenges and making a difference in the world?

Leaders Today is a world renowned youth leadership organization, delivering innovative local and international training experiences to more than 350,000 youth every year. We bring our hands-on programs to schools and communities around the world, providing opportunities for both young people and adults alike to travel and learn through life-changing international volunteer trips. Founded in 1999 by international spokespeople for change, brothers Craig and Marc Kielburger; Leaders Today is now the worldwide leader in empowering youth with leadership education, inspiration and action tools.

Leaders Today is seeking to fill the role as a **Youth & Philanthropy Initiative (YPI) Coordinator**. The YPI Coordinator will oversee progress, provide support and facilitate the distribution of grants to all Leaders Today supported YPI schools. While in this position, one should be prepared to give motivational speeches, lead workshops and support curriculum development for Leaders Today. The position of a YPI Coordinator requires one to be an enthusiastic self-starter who is able to adhere to deadlines, multitask and enjoys new challenges as well as interacting with youth and adults alike.

The position is based out of Leaders Today Office in Toronto (225 Carlton Street). We offer an internship salary of \$1250/month for the first three months along with free shared accommodation. If housing is not required, we provide a monthly travel allowance. Upon completion of the three-month probationary period, the stipend increases to \$1350/month and staff are offered health benefits, an Employee Assistance Program and professional learning opportunities through Staff Professional Development Plan.

Roles and Responsibilities of a Youth & Philanthropy Initiative Coordinator

The duties of this position include, but are not limited to, the following:

- Assist with event planning, research and creating relationships with new and old YPI schools
- Provide a detailed understanding of the YPI program and material to all participating teachers and students
- Provide motivational and informational talks to YPI schools that request this service
- Have the ability to navigate the various areas in which YPI schools are located
- Provide regular updates to the Toskan Foundation on the growth and exciting successes of the program
- Using all forms of communication, provide support to YPI teachers in all participating provinces
- Provide an annual report that features each participating school and winning charity
- Bring new and creative ideas for further program growth
- Connect with all past year participating schools and connect with new schools
- Update all files for old schools and create new files for new schools
- Arrange for meetings with all new schools and mail out all new material to all schools
- Arrange meeting with any new teachers in new or old schools
- Book all speeches for participating schools wanting the option
- Provide support for all teachers participating in YPI via e-mail, phone and/or visits
- Be present or arrange for someone to be present for all final presentations, and especially at the May event
- Represent Leaders Today with a high level of professionalism, passion and dedication to the cause
- Carry out general office tasks, special projects and other duties as required



Qualifications

The ideal candidate should encompass the following skill sets:

- Experience mentoring and working with youth
- Full driver's license and access to own vehicle
- Comfortable facilitating workshops with a variety of ages
- Demonstrated leadership skills through academic, professional or personal life
- An ability to work inclusively with people of diverse backgrounds, interests and abilities
- Strong organizational and administrative skills
- Proven ability to take initiative and manage high-stress situations
- Excellent oral and written communication and public speaking skills
- Possess a degree preferably in Political Science, Economics, International Development/Relations, or another related field
- Understanding of human and children rights issues at local, national and international level
- Positive attitude and ability to work as a team player and work well independently
- Ability to multi-task in a demanding and fast-paced work environment
- Excellent written and oral communication and public speaking skills
- Experience working with basic word processing and financial software (e.g., Microsoft Word, Microsoft Excel) and knowledge of databases
- High level of passion, energy, creativity and a great sense of humour
- Must be eligible to work in Canada

If you think you would be an ideal candidate for the position, email your cover letter and resume to hr@leaderstoday.com. Leaders Today is an equal opportunity employer committed to diversity and welcomes all interested parties to apply.