



## **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 provides media, art & employability skills to youth between the ages of 16 and 30. If successful, there will be an opportunity to continue into a second program.

Details: Temporary, Part-time, Contract: Weeks, 15 hrs/wk, \$27/hr.

**Intake dates: Oct 16, 2023 – Feb 2, 2024**

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 liaise with work placements, ensure contracts are signed. This position reports to the YMP Team Leader.

Required Skills/Experience:

- Minimum of 3 years working with youth in employability context
- Comfortable and able to access working with online platforms
- 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
- Excellent interpersonal skills, and a desire to help youth succeed.

COMOX VALLEY ART GALLERY  
580 Duncan Ave.  
Courtenay, BC. V9N 2M7  
T: 250-338-6211

**APPLICATION DEADLINE: Monday, Oct 9, 2023**

This project is funded in-part by the Service Canada Skills Link Program  
Partners: Wachiay Friendship Centre, Creative Employment Access Society, Imagine Comox Valley.

This program values diverse, equitable and inclusive practices and strives to lead the Comox Valley in practices that promote sustainability for future generations.

*We are grateful to be working on the unceded territory of the K'ómok's, Pentlatch, E'iksan, Sasitla and Sahtloot First Nations, the traditional keepers of this land.*