



EMPLOYABILITY AND LIFE SKILLS COORDINATOR

Details: Temporary, Part-time: 17 Weeks, 20 hrs/wk @ \$27/hr; Intake dates: August 24 – December 18, 2026 (with possibility to continue)

Apply by: August 14, 2026

Job Description:

The Comox Valley Art Gallery hosts the Youth Media Project: multiple 17-week programs for community action that provide media, art, and employability skills to youth between the ages of 16 and 30. This position provides employability and life-skills support 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 including securing work placements for each participant. Where appropriate, the Coordinator connects youth with employment opportunities that fit within the youths' overall career goals and strategies.

Following the leadership of the Team Leader, the Employability Coordinator is responsible for assisting in creating a safe environment for all participants of the program. Workshops will be given within the culture and framework that is co-created between the YMP Team Leader and the youth participants. The space that is created will proactively build on issues around accessibility, diversity, and inclusivity and engage participants in a personally and socially transformative experience whenever possible.

Workshop Development:

- Provides group and individual tutorials to participants related to employability strategies. Some examples of these workshops are not limited to but can include Self-Assessment, Life Mapping, Goal-setting, and Healthy Boundaries.
- Works one on one with participants to assist them in setting and achieving individual goals.
- This position requires working with youth to develop an action plan that will lead to employment at the end of the program.

Administrative:

- Ensure that each student is placed with a work placement. This includes outreach, meeting with work placements, and explaining to them in clear terms how the work placement is set up.
- Assisting with regular administrative reporting tasks, such as checking in with participants to ensure all have submitted appropriate paperwork for employment and communication support.
- Develops clear records of each Workshop.
- Assists with whatever needs to be done in relationship to key project events—notably, the final screening. This includes assisting with food preparation, distribution of flyers and checking in that all work placements have been invited to attend by participants.

The ideal candidate will have experience working with youth in an employability context, experience with organizing and delivering life skills workshops, a strong knowledge of social media platforms and employment networks, experience with conflict resolution, excellent interpersonal skills, and a desire to help youth succeed.

Email resumes directly to: krista.cvagymp@gmail.com

This project is funded in part by Service Canada Skills Link Program.

This program partners with the Wachiay Friendship Centre, the Creative Employment Access Centre and the Sid William's Theatre.

We are located on the unceded territory of the K'ómoks Nation, and we recognize the enduring presence of First Nations people on this land.