

Youth Engagement Coordinator (Summer Student) - *Post-Secondary Student Program through Skills PEI*

Location: PEI Military Family Resource Centre (PEI MFRC)

Employment Type: Seasonal (Summer)

Hours: Full-time, including some evenings and weekends as required (30 hours per week)

Wage: \$20.00

About the Role

The PEI MFRC is seeking a dedicated and enthusiastic **post-secondary student** from an **Early Childhood Education (ECE) or related program** who will be returning to their studies in the fall. This role focuses on **youth engagement, program development, and leadership support**, particularly for youth aged **10+**.

The successful candidate will play a key role in the **creation and development of a Youth Advisory Council**, promoting youth engagement, supporting recruitment efforts, and developing a **sustainable annual plan** that provides **volunteer opportunities** for youth through the **Community Service Bursary program**.

If you're passionate about working with youth, have strong organizational skills, and are eager to take initiative, this position is for you!

Key Responsibilities

- **Support, create, and develop the Youth Advisory Council**, ensuring a strong foundation for long-term sustainability.
- Promote and recruit youth participation in the **Community Service Bursary program**, which helps students earn volunteer hours toward tuition assistance.
- Develop **engagement opportunities** for youth within the PEI MFRC and the broader community.
- Assist in planning and executing **youth programs, workshops, and events** that encourage leadership, collaboration, and community involvement.
- Work **independently** with minimal supervision while also taking direction well.
- Support **administrative tasks** for youth engagement, outreach, scheduling, and communications.
- Drive to **community locations** for meetings, events, and program outreach as needed (must have a **valid driver's license and be able to drive alone**).
- Provide back-up Reception support as needed.

Qualifications & Skills

- Currently enrolled in a **post-secondary Early Childhood Education (ECE) or related program**, returning to studies in the fall.
- **Passionate about working with youth**, especially ages 10+.
- **Strong leadership, communication, and organizational skills.**
- **Reliable, mature, independent, and a go-getter**—able to take initiative and step in where needed.
- **Computer savvy**, comfortable with email, documents, and digital communication.
- **Valid driver's license** and ability to travel alone for work-related tasks.
- Experience with or connection to the **military community is an asset.**
- Must speak **clear English; French is an asset.**

What We Offer

- A **rewarding opportunity** to support and inspire youth in the community.
- Hands-on experience in **youth engagement, program development, and leadership training**.
- The ability to **make a lasting impact** by helping develop a sustainable Youth Advisory Council.
- A **dynamic and supportive work environment** where initiative and creativity are valued.

To Apply:

Submit your resume and a brief cover letter outlining your qualifications and interest in the role to resumes@pei-mfrc.org by **May 9th, 2025**.

Join us this summer and help create meaningful opportunities for youth in the PEI MFRC and beyond!
