

The CBDC Guysborough County has secured funding from the Province of Nova Scotia to deliver a 5-week training program in Guysborough, Nova Scotia. To deliver this program we are seeking an application for 11 weeks for the following position: **Youth Transition Project Coordinator**

**The Youth Transition Project Coordinator** is responsible for overseeing and coordinating a Youth Transition Project. The 5-week training session will provide youth with essential skills (self esteem, communications, social and life skills, community development, entrepreneurship, etc.) to help overcome barriers and help them prosper within the community and economy.

#### **Essential Duties**

- Ensure the project is successful by following the outlined schedule and budget under the supervision of the CDO
- Participate in the selection of facilitators and other trainers and provide support
- Participate in the selection of potential participants and ensure they understand the program and its components and provide support to all participants
- Facilitate and deliver workshops

#### **Required Knowledge, Skills and Abilities**

- Individuals must have Excellent organization skills
- Knowledge of and experience with computers and Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Strong leadership, and public speaking skills
- Experience in youth development, prevention and training in non-profit, government or youth services organizations an asset
- Effective communication skills (verbal, listening and written)
- Working knowledge of budgets

#### **Qualifications:**

- College Diploma/University Degree or equivalent training and experience
- A valid driver's license and access to vehicle

**Duration:** 11 weeks **Wage:** \$20 hr /37.5 hrs a week **Start Date:** April 14<sup>th</sup>2020 **End Date:** June 26<sup>th</sup> 2020

Applications for this position will be received by the undersigned up to and including Friday March 20th, 2020, and may be submitted by mail, email, or in person to:

Maria Ludlow  
Community Development Officer  
Community Business Development Corporation Guysborough County  
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