



Black Creek Youth Initiative

Project Coordinator: Job Description

The Black Creek Youth Initiative (BCYI) is seeking a part-time Project Coordinator to support the implementation of an exciting project in collaboration with the S4 Collective and Justice for Children & Youth. The successful applicant will work directly with the Executive Director to support research and community building initiatives associated with the third year of a multi year project geared towards improving equitable access to education for people living with precarious status.

Start Date: ASAP!

Salary Range: \$23 – \$27/hour + benefits

Work Hours: 20 hours/ week

One-year contract with possibility of renewal/Part time/Flexible

Hybrid remote and in-person position.

About the project: Find out details about the project [here](#)

Responsibilities:

- Support environmental scan and literature review of current research and sociopolitical landscape relevant to the intersection of access to education and immigration status • Coordinate community-based research and programming (e.g., focus groups, interviews, art-based approaches, community mapping, etc.) with a focus on engaging children and young adults (working closely with 2nd project coordinator)
- Lead social media and communication strategies in consultation with project partners • Gather, organize, and analyze data associated with project goals
- Liaise with partner organizations
- Participate in project evaluation and report writing in consultation with the ED • Support relationship building and engagement initiatives with various stakeholders including community members
- Support administration and logistics associated with multi-organizational and multi-year project
- Work directly with 2nd project coordinator/project partners and report to ED. • Ability to respond flexibly to shifting priorities as project evolves

Skills & Qualifications:

- Bachelor's degree or diploma in Project Management, Education, Social Work, Public Policy, Community Development, or a related field.
- Minimum 2–4 years of experience in project management, education access programs, community development, or research initiatives.
- Experience working with marginalized youth, newcomer communities, non-status individuals, and educational institutions is a strong asset.



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- Demonstrated experience managing grant-funded projects, partnerships, or policy initiatives.
- Deep commitment to anti-oppressive and anti-racist values foundational to the work of BCYI
- Proficient in facilitating programs and groups for children/youth
- Proficient in use of social media and digital literacy
- Excellent organizational and time management skills
- Strong written and oral communication skills
- Knowledge of trauma-informed approaches to community-based research • Lived experience navigating Canadian educational institutions is an asset • Innovation and desire

Competencies:

- **Project Coordination:** Ability to develop, implement, and monitor project timelines, deliverables, and milestones.
- **Research & Advocacy:** Strong understanding of systemic barriers to education, experience conducting needs assessments, and ability to analyze and present data. •
- **Stakeholder Engagement:** Experience building relationships with youth, educators, policymakers, funders, and community partners.
- **Communication & Leadership:** Strong verbal and written communication skills, with experience facilitating workshops, meetings, and presentations.
- **Technical Skills:** Proficiency in Microsoft Office, Google Suite, project management tools (Trello, Asana, Monday.com etc.), and data collection software.
- **Equity & Anti-Oppressive Frameworks:** Deep understanding of anti-oppressive practices, youth empowerment, and intersectional barriers to education.

Other Requirements:

- Ability to work independently and collaboratively.
- Flexible schedule with occasional evenings and weekends for community events. • Familiarity with Toronto's education policies and social services landscape is an asset.

To apply:

Please email your CV and cover letter to info@blackcreekyouthinitiative.com with the subject line: Project Coordinator - Job Application.

*****Those with lived experience relevant to the work focused on supporting access to education for people living with precarious status are encouraged to apply.***

Requests for disability accommodations can be made at any stage in the recruitment and interview process

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