



Title: **Reel Youth Program Coordinator**

Start Date: **Feb 18, 2019** (or when the position is filled)

Location: Cortes Island or home office in Vancouver or Lower Mainland (flexible)

Term: **Feb 18, 2019 to Feb 14, 2020**

with strong potential for extension based on performance and funding

Salary: **\$36,000 - \$45,000** per year (including 2 weeks paid vacation) depending on qualifications and experience

Schedule/Hours per Week: **Full-time (37.5 hrs/wk), flexible schedule**

Reel Youth is a media empowerment project that delivers community development programming to youth and adults across Canada and internationally. Film production and distribution programs are designed to create positive change in young people's lives through technical skill building, leadership training, creative collaboration with peers and mentors, and increased connection to community resources.

Reel Youth is a project of Tides Canada, a national Canadian charity whose shared platform provides governance, human resources, financial, and grant management for leading environmental and social projects across Canada, allowing projects to more effectively achieve their missions.

### **Position Overview**

Reel Youth is hiring a full-time Program Coordinator to oversee a series of film programs and screenings, as well as to provide general administrative and filmmaking support to projects across Canada. You will be working from your home or our office on Cortes Island, with flexibility to determine your own schedule and location. Depending on your facilitation and film making skills, the job may also involve travel.

### **Key Responsibility Areas**

You will be an important member of a small team and under the direction of Reel Youth's Director. The position includes:

- Outreach and communication with youth, youth organizations, and clients leading up to and after projects are complete;
- Managing artist mentors, film editors, and other contract staff involved in project delivery;



- Develop website content, program guidelines, online application forms, and outreach materials;
- Engagement with local media to promote projects;
- Coordinate and help deliver film-making workshops and programs;
- Coordinate post production editing on film projects, including communication between students, mentors, Reel Youth staff, and program partners;
- Support students and partner organizations to host film festival screenings in their communities;
- Collect evaluation surveys from participants and produce impact analysis and funding reports;
- Post-production support for youth-made films.

### **Qualifications and Knowledge**

The candidate for this position will have the following qualifications:

- Minimum 2 years administrative or project management experience;
- Minimum 2 years experience and/or training in arts-based group facilitation, youth facilitation, and/or community engagement;
- Filmmaking experience and editing with Adobe Premiere (no formal training required);
- Computer skills including Google Docs and Microsoft Office;
- Ability to work flexible hours, including some evenings and weekends
- Willingness to travel.

**Skills:** Organized, strong communicator, an innovator, willingness to have fun while learning

### **Requirements**

- If hired, undergo a Criminal Record Check
- Valid BC Driver's Licence
- Provision of a home office and computer

## How to Apply

Please email your application to [zoe@reelyouth.ca](mailto:zoe@reelyouth.ca) with the following criteria:

- Subject line includes “JOB APPLICATION” and your last name
- Cover letter (max. one page) explains why you are interested in working with Reel Youth and how your skills and qualifications meet the criteria outlined for this position
- Resume that outlines your relevant skills, education and experience, and two references
- Cover letter and resume are saved as one PDF document using the naming convention of LastNameFirstName\_RYjobApp.pdf



For more information about Reel Youth, visit: <https://reelyouth.ca>

For more information about Tides Canada, please visit: <http://tidescanada.org/projects>

As Reel Youth is a project of Tides Canada, the selected candidate will be an employee of Tides Canada.

Tides Canada is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer.

Our sincere appreciation to all those expressing interest in the position. Only those applicants invited for an interview will be contacted.

We will accept applications until the position is filled. No recruiters please.

