



<b>Position Title</b>	Manager, Engagement & Events
<b>Reports To</b>	Chief Executive Officer
<b>Job Category</b>	Full-time (Contract)
<b>Term</b>	Until August 31, 2019 (renewal possible subject to funding)
<b>Location</b>	Virtual Office (preference for candidates residing in Vancouver, Toronto or Ottawa)
<b>Deadline</b>	Open until position is filled
<b>How to Apply</b>	Reach out to our CEO Lisa Kwiatkowski indicating interest, and please include resume & cover letter by email <a href="mailto:lisa@motivatecanada.ca">lisa@motivatecanada.ca</a> . You are encouraged to share examples and samples of your previous work to support your application.

## **Motivate Canada**

Motivate Canada is a Canadian charitable organization specializing in Youth-Driven Development™ (YDD™) - a unique youth-social impact framework that unlocks the innovation potential of young people while inspiring them to create positive change within and for their communities.

Since its inception in 1994, Motivate Canada has worked to make a difference in the lives of thousands of Canadian youth. From modest beginnings as a one-program provincial organization, Motivate Canada has expanded its reach and social impact – now delivering YDD™ initiatives across Canada.

Motivate Canada’s initiatives are developed “by youth, for youth”, in order to deliver age and culturally relevant activities supported by peer and adult advisors.

## **Manager, Engagement & Events - Summary**

This key new position on the team will be responsible for orchestrating our organization’s engagement with youth, alumni and the general public through various social and digital channels. In addition, they will be responsible for the overall leadership and management of national events and programs such as our annual ViaYOUTH Summit, and other special events throughout the year. This role will also be the primary point of contact for our ViaYOUTH Pro team (volunteer alumni) and will have oversight on the professional development experience of these skilled volunteers who support the delivery of our programming.

## **Ideal Team Member Profile**

- Alumni of one of Motivate Canada’s programs
- High intrinsic motivation and sense of personal accountability
- A dynamic relationship builder who loves working with people
- Thorough in their work, with a strong attention to detail
- Various experiences in project or program management, especially working with youth. This must include experience working with and managing budgets
- Experience working with highly skilled volunteers, including volunteer training
- Experience putting on events with and for youth (e.g. sport events, conferences, workshops, camps, training sessions)



- An articulate and engaging communicator in a professional environment, including demonstrated experience managing social and digital communication channels
- Comfort with all types of technology, social channels and online project management tools, including intermediate+ skills with WordPress
- Employs personal creativity and innovation while maintaining a strong connection to our social impact and brand
- Open to communicating regularly within a virtual team environment to promote personal and team accountability

### **Required Qualifications**

- Completed Post-Secondary Education in Communications, Commerce/Business Administration, Sport/Event Management, or equivalent combination of education and career experience
- Fluent in English
- Must be eligible to work in Canada
- A clean, current Criminal Record Check (completed in the last 3 months, or upon hiring)
- Ability and willingness to travel within Canada for up to 1 week per trip
- Must complete Motivate Canada Harassment and Abuse Prevention training

### **Assets**

- Intermediate to advanced French language skills
- Experience with Zoho One applications

### **Working with Motivate Canada**

The team at Motivate Canada works virtually across Canada, connecting daily through online project and organizational management tools including regular video conferencing. The virtual work environment is not for everyone, and candidates for this role should consider their suitability to this often challenging, but rewarding environment. Team members must employ strong self-care techniques.

Motivate Canada is committed to equity in its policies, practices, and programs, supports diversity, and ensures that applications for members of underrepresented groups are seriously considered. All qualified individuals who would contribute to the further diversification of our team and organization are encouraged to apply.

### **Physical Demands**

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee is required to use a computer and phone, including typing, talking and text messaging. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Benefits to working with us:**

- Flexible work environment where you manage your own schedule and tasks, while remaining connected and accountable to deliverables
- Group benefits program for full-time employees (after 3-month probation period)



- Annual fitness credit for full-time employees
- 3 weeks of annual paid vacation time for full-time employees
- Virtual office environment credits, including partial compensation for phone and internet expenses
- Annual in-person team retreats
- Opportunities to travel within Canada for Motivate Canada events
- Ongoing professional development