

MUSÉE BYTOWN MUSEUM

Ottawa, Ontario

Position: Youth Council Coordinator (Internship)

The BYTOWN MUSEUM is currently looking to hire one creative, dynamic and organized individual to fill the position of Youth Council. The Youth Council will be someone who loves interacting and overseeing volunteers between the ages of 16 to 23 who are passionate about Ottawa's local history.

Located within a popular destination area in the heart of downtown Ottawa, the BYTOWN MUSEUM explores the stories of an evolving city and its residents from its early days as Bytown to present day Nation's Capital, providing the residents of Ottawa and visitors from abroad with a sense of identity and pride in Ottawa's rich story.

Essential Qualifications:

- College or University degree
- Proven ability to communicate effectively with your colleagues and the public
- Demonstrated ability to work as a team, assume initiative and work independently
- Fluently bilingual in French and English is mandatory

Specific Duties and Responsibilities:

- Maintain and further develop the Youth Council (known as YoCo)
- Recruit, train and lead Youth Council Members to complete projects using the "For Youth, by Youth" approach
- Act as Liaison between Youth Council and permanent Staff
- Liaise with permanent Staff and outside partners to arrange workshops and training opportunities for the Youth Council to complete their projects and share resources
- Lead regular meetings for Youth Council, monitor their progress and facilitate their projects
- Plan and execute special events organized by the Youth Council and BYTOWN MUSEUM
- May include work on weekends, holidays and some evenings

Desirable skills:

- Experience supervising staff or volunteers
- Experience planning special events
- Proficiency in writing and oral communication

The Youth Council and Volunteer Coordinator position will run **September 17th 2018 to March 22nd 2019** – 5 days/week with a max of 37.5 hours/week. Rate of Pay: \$14,00/hour

Interviews will be conducted in English with French components

Applicants must meet Young Canada Works eligibility requirements. You are eligible if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada. NOTE: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible
- are between 16 and 30 years of age at start of employment
- legally entitled to work in Canada
- do not have another full-time job (over 30 hours a week) while employed
- are willing to commit to the full duration of the work assignment
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment
- are not receiving EI (employment insurance) benefits while employed
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy

Apply Now: Send your cover letter and resume, no later than **11h59 pm on Sunday August 12th, 2018** to:

E-mail: hr@bytownmuseum.ca Fax: (613) 234-4846

Mail: BYTOWN MUSEUM, P.O. Box 523, Station B; Ottawa, Ontario, K1P 5P6

No telephone enquiries please.

While we thank all applicants for showing interest in the MUSÉE BYTOWN MUSEUM, only those candidates meeting the criteria outlined will be contacted as part of the short listing process. The MUSÉE BYTOWN MUSEUM is an equal opportunity employer.