

CityShapers in Schools Coordinator Job Description

Location: Metro Vancouver, BC | Office: 1800 Spyglass Pl, Vancouver, BC
on unceded xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ (Tsleil-Waututh) territories

Are you a K-12 educator looking for an exciting position in the non-profit sector? Interested in the intersection between education and community planning? Want to join a small but mighty team of young professionals?

Join the CityHive team as our CityShapers in Schools Coordinator! We are looking for an engaged teacher who can lead the design and delivery of our CityShapers in Schools program, in alignment with our Strategic Plan and organisational values.

About the Role:

- **Location:**
 - Primary office: Work from home
 - In person:
 - Classroom program delivery (typically 1-4 days per week, Oct-Jun)
 - 1.5 days per month mandatory in office for team meetings
 - Option to work from shared office, as needed
- **Term:** Full-time, 37.5 h/week
- **Compensation:** \$55,325-\$61,524 starting salary + benefits after 3 months (including extended health, dental, flexible scheduling, paid time off, professional development, mentorship)
- **Ideal Start Date:** January 2025

About CityHive:

CityHive is an award-winning, youth-led non-profit based in Metro Vancouver, with experience working with youth across BC and Canada. Our mission is to transform the way that young people are engaged in shaping their cities and communities. For over eight years, we have been supporting young people to build civic literacy and take local action on issues they care about.

Our programming areas include:

- 1) **Civic Literacy:** We work on supporting young people to develop their civic literacy schools through workshops and programs - often in close partnership with governments and local institutions.

- 2) **Mentorship & Innovation Labs:** We design and run programs that support deeper learning through project-based learning and mentorship. Past programs have explored topics related to climate action, social isolation, urban planning, and public space.
- 3) **Consulting & Implementation:** We support municipalities, organisations and institutions to develop and implement meaningful youth engagement strategies & processes.

CityHive has worked with thousands of youth on hundreds of projects that have shifted youth engagement practices and offered opportunities for youth to become more civically engaged. CityHive partners with many organisations and institutions across Metro Vancouver to make our programming meaningful. Our work centres around building youth's capacity, connections and skills to tackle complex, systemic challenges from climate change to housing to civic engagement to the energy transition.

Context & Position Description:

The CityShapers in Schools Coordinator, reporting to the Programs Manager, will design, deliver and evaluate one of CityHive's core program offerings: CityShapers in Schools. This program brings civic literacy workshops into grades 5-12 classrooms all across Metro Vancouver, supporting young people to learn about and engage with local decision-making. This role includes but is not limited to curriculum design, booking coordination, facilitation & classroom delivery, and program evaluation. This position is perfect for someone with a teaching background who is interested in working at the intersection of community and education – comfortable navigating relationships, building strategic partnerships, and delivering hands-on workshops all in the same week.

Key Responsibilities:

Program Strategy & Partnerships:

- With support from the Programs Manager, creates and maintains strategic partnerships and relationships with local educators, teacher champions, administrators, and partners for the design and implementation of the program
- Maintains a strong pulse on issues across Metro Vancouver related to youth and cities, which may include carrying out research and stakeholder mapping of existing initiatives
- Supports the work of our Engagement Consulting Manager in designing and delivering tailored CityShapers in Schools workshops in partnership with municipal clients
- Capacity allowing, seeks out opportunities and represents CityHive's work externally (conferences, workshops, publications, research, etc)

Program & Curriculum Development:

- Develops CityShapers in Schools program curriculum and materials (including comprehensive session plans) rooted in a strong understanding of and alignment with the current BC K-12 curriculum, teacher needs, program budgets, student interests, and youth engagement best practices
 - Adapts and alters CityShapers in Schools workshops and session plans based on student, teacher, facilitator, and advisory feedback
 - Regularly updates and tracks program expenses
- Works collaboratively with CityHive staff to integrate program learnings across the organization, and embed learnings from other departments into the CityShapers program
- Works with Indigenous and Program Advisors and Consultants to ensure curriculum is rooted in a decolonial, community-centered, and informed approach
 - Convenes regular advisory group meetings and 1:1 conversations, as needed
- Collaborates with CityShapers in Communities Coordinator to ensure consistency across CityShapers programs

Program Delivery & Teamwork:

- Co-leads recruitment, onboarding and training of youth facilitators in partnership with the CityShapers in Communities Coordinator, as needed
- Delivers hands-on classroom workshops to elementary and high schools, and in alignment with teacher needs and goals, with support from youth facilitators, program assistants and volunteer professionals
- Acts as a network and relationship holder with potential guest speakers, program venue sponsors, community partners, etc.
- Supports other program staff to receive cross-training in CityShapers in Schools content and curriculum
- Supports CityHive projects that target youth under age 18; provides internal support for all classroom-based program content, curriculum, and design

Evaluation & Reporting:

- Maintains a program evaluation framework that aligns with CityHive's evaluation framework, as well as ongoing program performance indicators
- Coordinates program evaluation review and impact storytelling for programming

- Compiles information and reporting for program funders and partners, including attending meetings, maintaining budgets, as needed

Administration & Other:

- Participate in regular team meetings and social gatherings
- Support with additional organizational projects, reporting, administration, and other duties as required

Qualifications:

(If you have similar experiences, but do not meet these requirements exactly, we encourage you to apply and elaborate in your application.)

- Strong personal alignment with our values, mission and vision
- Strong background and interest in education; completed degree in education (undergraduate or graduate) is an asset
- A valid BC driver's license
- Demonstrated experience delivering programming and/or workshops with school aged-children and youth (in a classroom or out-of-school setting) is an asset
- Strong understanding of BC Curriculum and curriculum design
- Background and/or interest in civic engagement, city planning, or urban issues is an asset
- Demonstrated ability to work both independently and collaboratively with a close-knit team
- Comfortable working in diverse cultural contexts, with students/youth, community members, government, teachers/educators
- Strong people skills and ability to build professional relationships and partnership
- Understanding of justice, equity, diversity, decolonization and inclusion (JEDDI) principles
- Strong attention to detail
- Familiarity and comfort with the Google Suite is an asset

*Note: If you have similar experiences, but do not meet these requirements exactly, we encourage you to apply and elaborate in your application. If you've taken time off to care for

yourself or loved ones, or for other reasons, please apply and feel free to elaborate in your application— any related gaps on your resume will not impact our evaluation of your application.

What we stand for:

CityHive is committed to creating a just, equitable, diverse, and inclusive workplace. We value the leadership of people who have been historically and systemically marginalised and strongly encourage racialized, Indigenous, Black, persons with disabilities and LGBTQA12+ candidates to apply for the role.

Our organisational guiding principles are:

1. **Youth-centred engagement:** We build meaningful relationships with youth, understand and support the needs of youth, and centre youth in the leadership of our organisation and in all programming.
2. **Collaboration first:** We are informed by past and ongoing work in our broader community, and we actively seek out opportunities to support and work with other organisations and individuals to strengthen our impact.
3. **Centre underrepresented and systematically excluded voices:** We recognize how systemic racism, colonialism, ableism and other oppressive systems exclude many people from civic engagement on the basis of their identities. We commit to challenging the status quo and creating opportunities for youth that have been most systematically excluded in all of the work that we do.

CityHive is committed to supporting the development of our staff team and will support you in learning on the job. We look forward to reading your application!

Work environment:

CityHive has been around for just over eight years, and as such, we are highly invested in each team member and creating opportunities for personal and professional growth. We are accustomed to learning as we go, being flexible and open, and having fun while doing important work!

This role may:

- Be expected to work some evenings and weekends, based on events and outreach schedules.
- Deliver programming in person at schools all across Metro Vancouver
- Outside of program delivery, primarily work remotely with some in-person meetings, events and programs.

Application Information:

To Apply: Please complete this application form: [CLICK HERE](#)

- Having issues? copy/paste this link: <https://forms.gle/mzi8vh8mzgEXqwGL8>



- This application is expected to take approximately 25 minutes to complete and cannot be saved. You will also be provided an opportunity to include your resume. Cover letters are not required.
- **Deadline:** Sunday, January 5th 2025 @ 11:59PM PST, or until filled. Due to hiring timelines, applications will be reviewed as received, and applicants may be contacted prior to the deadline.

If you have any questions or require any support or accommodations to make the application process more accessible, please email us at info@cityhive.ca

Due to the volume of applications typically received, only those selected for an interview will be contacted. We appreciate your interest and time in applying.