



## Title: Future City Builders – Winnipeg Project Coordinator

### Introduction:

*Evergreen is currently recruiting for two Future City Builders Project Coordinators. [Future City Builders](#) connects youth, aged 18-29, in cities across Canada to create and launch innovative ideas for their communities.*

*Future City Builders participants develop work-ready skills and expand their professional networks, all while improving the health of their city through Evergreen's Future Cities Canada virtual design thinking lab process.*

*Project Coordinators are instrumental to the success of the program. They support program participants (Youth City Builders) in their personal and professional growth, in the development and implementation of their projects, and in their reflection on consequent work-readiness and learning. The successful candidates for this role must be a team player, excited about design thinking, entrepreneurship and youth engagement, and invested in the success of the program.*

*Future City Builders is an initiative of [Future Cities Canada](#), led by Evergreen and championed by RBC Foundation in support of [RBC Future Launch](#).*

### About Us:

Evergreen is a national not-for-profit helping make cities flourish. Cities that are low carbon, inclusive to all and sustainable at their core.

For more than 25 years, Evergreen has been making Canadian cities better places to move, work, live, play and grow. We've worked from coast to coast with governments, neighbourhood groups, school boards, developers and residents, collaborating to create better communities.

### About the Role:

We are looking for two Future City Builders Project Coordinators in Winnipeg to take on a leadership position within the program. The Future City Builders Project Coordinators will work closely with the Evergreen team to ensure the Youth City Builders are fully supported throughout the program. Project Coordinators are crucial to the success and smooth delivery of Future City Builders. We're looking for applicants who are passionate about their communities, ready to take on a challenge, and eager to further develop their leadership skills.

#### *Why you should join us:*

- Build your resume and professional profile with a unique work experience;



- Connect with and learn from community and thought leaders;
- Develop design thinking and human-centered design skills;
- Learn more about entrepreneurship, urbanism, community development;
- Build your team work, leadership, engagement, problem-solving, and project management skills; and
- Support youth in developing impactful community solutions.

***Key Responsibilities:***

- Communication with team members;
- Ensure team members are supported throughout the program;
- Support Evergreen with administration of the program, including evaluation;
- Support Evergreen with the hosting, facilitation, and delivery of design thinking skills modules in live virtual sessions;
- Support Evergreen with the development, refinement, and publication of design thinking skills modules in asynchronous learning materials;
- Support and encourage teams to stay on track and meet deadlines and deliverables;
- Liaise among team members, local partners, mentors, and other program contacts for scheduling and relaying key information;
- Support stakeholder management, program design and implementation;
- Track and share regular progress updates on project and program deliverables and outcomes.
- Performance of various administrative functions, including:
  - coordinating meetings & taking minutes;
  - sending summary briefs and task lists following meetings;
  - developing, sending and managing special event invitations;
  - sending program announcements and logistics briefs to participants using internal communications tools; and
  - assembling supplementary program materials (e.g., speaker bios).
- Conduct effective, professional outreach that meets the needs of individual communities;
- Demonstrate a commitment to good internal communications and positive workplace culture;
- Model Evergreen's core values: sustainability, innovation, and connection.



## About You:

*You excel in the following areas:*

- **Youth focus:** Anticipate, understand, and respond to the needs of others in the development and implementation of programs.
- **Communication:** Communicate in a confident, thorough and timely manner using appropriate and effective communication tools and techniques depending on the audience.
- **Attention to detail:** Ensures important details are considered and handled appropriately.
- **Flexibility/adaptability:** Adjust quickly to changing circumstances, priorities and conditions, while maintaining effectiveness and efficiency.

*You have the following qualifications:*

- Demonstrated commitment to justice, equity and inclusion;
- Excellent communication and interpersonal skills;
- Previous administrative experience would be considered an asset;
- Familiarity with design thinking models would be considered an asset;
- Ability to work independently as well as part of a team; and
- Proficient in use of Microsoft Office Suite.
- Proficiency in videoconferencing tools, social media, scheduling tools, and project management, collaboration and internal communications tools (e.g., Basecamp, G+ Suite, etc.) is an asset.

*You are eligible for this role if you meet the following criteria:*

- Live, study, or work in Winnipeg;
- Be between 18-29 years of age;
- Able to dedicate 10-12 hours/week between April and August
- Self-identify as unemployed, underemployed and/or in beginning stages of career-related work; this includes individuals that identify as one or more of the following:
  - Unemployed (not currently working);
  - In post-secondary studies and looking for work-related opportunities;
  - Underemployed (part-time work, gig work, not working in your area of study);
  - In beginning stages of career-related work (full-time or part-time);



## Additional Information:

### ***Reporting Relationships:***

- Supervised by Program Manager

### ***Working Conditions:***

- Position is virtual with the Evergreen team based out of Evergreen's head office at Evergreen Brick Works in Toronto; most staff are currently working remotely.
- The program is designed to take place virtually.
- Work hours will include many evenings, some weekends, and regular day-time hours.
- Commitment to key dates and time slots will be essential, though we will work with you to try to resolve competing commitments.

### ***Contract:***

- Project Coordinators will be compensated **\$22.00 per hour** with an additional \$1,000 honourarium upon completion of duties.
- Start date: March 15, 2021 (flexible); end date: August 27, 2021 (24-week contract).

### ***Key Dates:***

- Thursday, March 25, 2021 – Applications close
- April 2021 - August 2021 – Future City Builders program