

## War Child Canada Senior Manager, Youth Programs



War Child Canada, a registered Canadian charity providing humanitarian assistance to children affected by war, is currently looking for a qualified individual to fill the position of Senior Manager, Youth Programs. This individual will be responsible for overseeing, developing, managing and implementing War Child Canada's highly successful youth programming – a cornerstone of our education, outreach and fundraising activities. WCC works with thousands of young people from across Canada and the United States, promoting awareness and understanding of the plight of youth living with war. WCC encourages and facilitates actions by youth that effect positive social change at the local, national and international level. Every year, War Child Canada works with youth, schools, school officials and educators to promote greater global citizenship, generate support for humanitarian efforts and foster global accountability and concern.

### Job Responsibilities

- Oversee the conception, development, management and implementation of all of War Child Canada's (WCC) national youth initiatives;
- Create opportunities to strategically expand existing initiatives, with a special emphasis on fundraising activities, including Keep the Beat;
- Supervise and manage War Child Canada's youth programming team;
- Grow War Child Canada's base of youth supporters and participating schools across Canada and the United States.
- Report to, and collaborate with, the Director, Marketing and Fundraising on the strategic direction and management of the youth programming department with a view to maximizing WCC's brand exposure and fundraising potential in high schools and colleges;
- Manage the financial budgets of national youth programming initiatives;
- Maintain and develop relationships with educators, school boards and teacher associations across Canada to promote and implement WCC's youth initiatives;
- Develop and disseminate curricular materials, including lesson plans, concerning children's rights, social justice and the impact of war.
- Manage and grow the Educator Catalyst volunteer program.
- Manage, with youth programming staff, War Child Canada's *Get Loud* student and teacher resource site.
- Work in collaboration with WCC's international programs team to promote overseas projects and identify issues for awareness-raising campaigns;
- Create funding proposals for WCC's youth programs and initiate opportunities for external support of youth program initiatives;
- Liaise with government and other public and private sector sponsors of WCC's national youth programs;
- Give presentations and workshops at schools, conferences and events to promote WCC's educational and fundraising objectives;

This position requires an individual who is highly motivated, pro-active and able to build strong, effective relationships with youth, educators, school administrations, teacher-training institutions and school boards to mobilize young people to get actively involved in learning about and

supporting the issues central to War Child's mandate, including fundraising for the charity's international programs.

### **Qualifications**

- Teacher certification preferred
- Ability to work effectively with educators, school systems and students
- Strong grounding in a global education/global citizenship framework
- Experience in supervision of staff and volunteers
- Excellent communication skills, both written and oral
- Experience fundraising within high schools and/or colleges an asset
- Proven project management and planning skills
- Detail oriented with strong organization skills
- Grant, proposal and report writing experience an asset
- Proven ability to produce and manage budgets an asset
- Public speaking abilities
- Ability to relate well to both youth and educators
- High level of energy and creativity
- Bilingual in French and English an asset
- Basic computer skills including Microsoft Office and Internet applications

### **Benefits:**

Comprehensive health, dental and other benefits, as per War Child Canada's benefit policy.  
Vacation as per War Child Canada contractual standards.

**Salary:** Competitive and commensurate with experience.

**Deadline for applications:** Friday, October 19, 2007

**Preferred start date:** December 1, 2007

**Interested applicants are invited to send a CV and cover letter to:**

War Child Canada  
401 Richmond Street West, Suite 204  
Toronto, Ontario M5V 3A8  
Attention: Youth Programs Job Posting

Or electronically, to: [jobs@warchild.ca](mailto:jobs@warchild.ca) (Attention: Youth Programs Job Posting)

Or by fax 416 971-7946 (Attention: Youth Programs Job Posting)

Queries should be sent by email only to: [jobs@warchild.ca](mailto:jobs@warchild.ca)

Only those applicants selected for an interview will be notified. No phone calls please. For more information about War Child Canada, please visit [www.warchild.ca](http://www.warchild.ca).