

**Job Opening:
Team Lead
Engaging Underrepresented Youth
Vibrant Communities Canada
Cities Reducing Poverty | Cities Deepening Community**

Tamarack Institute is seeking a Team Lead to implement and grow our Engaging Underrepresented Youth team. You will help 13 cities to bring direction and hope to more than 25,000 young people. The team lead will be a member of the Vibrant Communities leadership team at Tamarack. You will lead and support the team in these key areas: Envision the future of the project and work with Tamarack and the team to organize for success, establish a workplan ensure that the project deliverables are being met, staff support and management, and ensuring that the EUY team is engaged and contributing to the goals of Tamarack and Vibrant Communities Canada.

About Tamarack VCC:

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at www.tamarackcommunity.ca. Through our work in Vibrant Communities Canada, we advance learning communities in three areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial and federal levels. Learn more at www.vibrantcanada.ca.
- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at www.deepeningcommunity.ca.
- **Engaging Underrepresented Youth** is a collective impact investment in 13 communities across Canada aimed at improving the education and employment outcomes for youth who are currently not in education, employment or training. This project will engage leaders at the local community level to build effective supports for youth.

Supervision and Reporting:

The Team Lead, EUY will report directly to CEO of Vibrant Communities and quarterly to the Co-CEOs of the Tamarack Institute and will be a member of the Vibrant Communities Canada leadership team. They will also work closely with the other members of the VC team, including the Coordinator of Admin and Communications, and Managers of Cities.

Work Environment:

This job is full-time (40 hours per week) and, as with most jobs at Tamarack, can be home-based, at an office near to where you live (we will rent with you) or performed at Tamarack's office at the University of Waterloo. Tamarack has an entrepreneurial culture, where personal motivation and team trust are deeply valued. A preference will be given to candidates who live in or near the Toronto/ Kitchener-Waterloo area but for the right person we are open to hiring from anywhere in Canada.

On-Going Responsibilities**Support Cities**

- Work closely with Managers of cities on your team to ensure cities are receiving the innovative support they need
- Work closely with Consultants that are supporting the cities to implement Collective Impact approaches
- Bring learning to cities – developing learning plans that provide the expertise cities need to advance
- Work with a national advisor's team to bring the very best knowledge to cities to be successful
- Take leadership – bring innovation so that 25,000 young people advance

Support internal processes/lead administration:

- Lead the project to success (from idea to reality)
- Keep the EUY workplan up to date, monitor progress and achieve deliverables, and ensure that staff interact daily with their workplans
- Coordinate weekly EUY team huddles and meeting agendas
- Support funder relations and project management
- Develop reports for meetings, stakeholders and funders, as required
- Ensure all admin functions are cared for
- Ensure a strong working relationship both internally and externally for the project
- Monitor and liaise with Finance/Operations on budget

Support VC team:

- Ensure staff are briefed and prepared for weekly team huddles
- Ensure staff are planning and executing their individual workplans effectively and on time
- Communicate new work deliverables to team members as assigned by Director or Co-CEOs
- Manage staff development, address concerns and questions, coach/mentor non-performing staff as needed

You will also be required to take on additional duties, as assigned in our workplan.

Qualifications:

- Proven research, writing and administrative experience, attained through completing a post-secondary degree program and/or 3 - 5 years employment in a related job.
- Knowledge and experience with implementing the project management cycle
- Experience managing teams, particularly in a remote environment

- Strong communication and administrative skills, with an ability to keep your eye on the big picture as well as the details of our collective work
- Highly organized, self-motivated and self-directed
- Ability to work in an evolving organizational environment and demonstrated multi-task
- Good knowledge of and experience using MS Office 365
- Bilingual (English and French) a definite asset.
- Willingness/ability to travel, as required

Salary & Benefits: Salary based on experience. Tamarack has an excellent benefits package, including an RRSP package, lieu and flex time, a learning fund and a gratitude fund, and extensive quality of life commitments. We operate within a progressive team philosophy and value trust, and personal commitment.

To Apply: Please send your resume and cover letter to jana@tamarackcommunity.ca. While we thank all interested applicants, only successful candidates will be contacted.