



Role Description - Program Lead, 1UP Fellowship

Part-Time Contract, 12 Months

Who We Are:

Urban Minds is a Canadian non-profit organization with a mission to create meaningful ways for youth to shape equitable and sustainable cities. At Urban Minds, we want to transform youth engagement for city-building projects from being a tiresome chore into an inspiring journey. We want to change the perception of youth as lesser, passive participants to that of youth as capable, active co-creators.

We help municipalities and civic organizations to better connect with youth and design youth-friendly spaces, programs, and services. We help our clients develop effective recruitment strategies and identify incentives to get youth involved. Founded in 2016, our team has directly worked with over 1,000 students in Ontario. Through our 1UP Youth City Builders Program, we inspire and equip high school students to lead their own community design-build projects and co-design spaces with our clients.

Overcoming barriers is both our work and our culture. We believe our team should reflect the diverse communities we serve. Our collective creativity rises from inclusion across age, race, gender, identity, and experiences. We invite you to bring your unique perspectives to enrich our organization.

Why We're Hiring:

We are looking for an awesome human being who will lead the delivery and expansion of the 1UP Fellowship within our 1UP Youth City Builders program. You will be working with high school students and municipalities, civic organizations, and architecture/planning firms in the Greater Toronto Area, Hamilton, and Kitchener-Waterloo.

Our organization is embarking on an exciting period of growth. We are undergoing a transition process from an entirely volunteer-run organization to a larger team of both paid staff and volunteers. This transition will enable us to deliver high-quality work while providing professional development opportunities to every team member.

What You Will Do:

As a Program Lead, you will report to the Co-Executive Directors and lead the Program Team in the following:

- Plan and deliver 1UP Fellowship, supporting high school students in launching or continuing school chapters, as well as recruiting and coordinating with volunteer mentors
- Plan and deliver 1UP Leaders Lab, a two-day orientation camp for high school students who will lead their school chapters
- Promote 1UP to students and teachers to expand the program's presence in the Greater Toronto Area, Hamilton, and Kitchener-Waterloo through workshops and presentations



- Support other 1UP Events, including the 1UP Conference, webinars, and other local events on-site when required
- Mentor high school student volunteers in the 1UP Creatives team in developing educational and marketing materials
- Coordinate with other Urban Minds team members to publish marketing materials

What We're Looking For:

You may be a good fit for this position if:

- You are passionate about meaningful community engagement, especially with youth
- You are based in southern Ontario and can independently travel to the Greater Toronto Area, Hamilton, and Kitchener-Waterloo
- You are knowledgeable about the city-building landscape in the region and have a strong understanding of the stakeholders and processes in urban planning
- You have experience with event planning and delivery
- You are comfortable with public speaking and workshop facilitation
- You are a strong writer with experience writing in different formats
- You enjoy and are comfortable working with youth (ages 13-19)
- You are an approachable and organized team player that we can count on
- Above all else, you have a strong sense of curiosity and commitment to show up and learn as you go

What You Will Gain:

- Program/event planning skills and mentorship experience through working with youth
- Opportunities to attend and/or present at conferences and events, and to meet and network with other professionals
- \$100/year to support your professional development, e.g. conference or workshop tickets, online training modules, professional association memberships, etc.
- A space for you to break the mold and try new ways of doing community engagement

Time and Location:

- This is a **part-time contract position**, 15 hours per week, for 12 months between September 2024 and August 2025
- There will be evening and weekend meetings as required, but otherwise you will have the flexibility to set your own work schedule
- You will mostly be working remotely from home, but will also need to travel to schools and other locations within the GTA, Hamilton, and/or Kitchener-Waterloo (travel costs will be reimbursed)

Compensation:

- \$25.00/hour



Other Requirements:

- Valid police check/vulnerable sector screening (fees covered by Urban Minds if hired)

How To Apply:

Please send your resume and cover letter to hello@urbanminds.co with the subject line **“Program Lead - [Name]”** by **11:59 PM EST on Friday, July 26, 2024**. Please note that only candidates selected for an interview will be contacted.