



Project Analyst

Position Summary:

The Project Analyst is responsible for the reporting, development and implementation of the Child and Youth Permanency Council's Mentorship Program in partnership with ESDC's Canada Service Corps.

The Mentorship Program will support BIPOC youth, LGBTQ2S+ youth, youth living with disabilities, youth from low-income households or youth living with barriers to their socio-economic security nationally in designing and delivering a service project that meets the needs of their community.

Duties & Responsibilities:

The Project Analyst will be responsible for supporting the work of the Executive Director and the Program Manager which includes, but is not limited to, the following:

- Facilitate communication between youth participants, mentors, partner agencies, volunteers, board members and CYPCC staff to ensure project goals are met and completed in a timely manner
- Support youth participants to meet the requirements of their service projects and correspond with volunteers
- Provide workshops and trainings for youth participants, mentors and partner agencies
- Assist with collecting and collating data from participants, volunteers, and partner agencies
- Producing and completing quarterly reports to be submitted to ESDC Canada Service Corps as required
- Web administrative duties related to CYPCC and CSC service project activities
- Track metrics of the projects and submit and reconcile expense reports
- Participate in staff meetings concerning project
- Liaise with the Executive Director, Project Administrator, Project Co-ordinator, Board of Directors and volunteers on the ESDC Mentorship Program Canada Service Corps

Qualifications:

- Post-secondary degree or certification in related field
- 2 years' experience in administration
- Detail oriented
- Bilingualism is an asset (French/English)

- Familiarity working with children and youth from diverse backgrounds and experiences (DEI and trauma informed)
- Familiarity with data collection systems and other strategies that optimize accuracy, efficiency, and quality of data
- Proficiency with computer software (Excel, Word, Adobe, PowerPoint, Google, Microsoft, Canva, Wix, Zoom, etc.)
- Proficiency in social media (Facebook, Twitter, Instagram, etc.)
- Excellent written, verbal, and interpersonal communication skills
- Service-oriented with pleasant telephone manner and sensitivity to a diverse population
- Quick learner
- Independent worker with good time management skills
- Familiarity with QuickBooks online (asset)
- Familiarity with the child welfare sector (asset)
- ASIST Training (asset)
- Criminal Records Check for Vulnerable Sector (required)

Responds to:

The Project Analyst will be reporting directly to the Executive Director.

Contract:

This is a work from home contract for the period of November 1, 2024, to March 31, 2025.

If you are interested in joining CYPCC, please send a Cover Letter and Resume to info@adoption.ca addressed to the Executive Director, Marlyn Wall.

We wish to thank all those who apply. We will only contact those selected for an interview.