



May, 2022

Intern - Coordinator, Youth Development Canada Summer Jobs

Organization

Established in 2003, the CGLCC is a trusted partner linking LGBT+ businesses in Canada to the wider business community. It fosters economic growth by supporting and nurturing LGBT+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate world connect with the LGBT+ business community. A leader in supplier diversity, it is also the certifying body in Canada for LGBT+ businesses.

CGLCC is looking for a candidate who is excited about impact driven change to make Canada a more inclusive place for the LGBT+ community. We have a really exciting opportunity for the right candidate to become a key member of our team.

Tasks and responsibilities:

The LGBTQ2 Youth Program Development Coordinator will be responsible for supporting the activities related to the CGLCC LGBTQ2 Youth Entrepreneur Program. This program provides support for LGBTQ2 youth (aged 18-39) interested in starting or growing their own business.

Specific tasks and responsibilities of the LGBTQ2 Youth Program Development Coordinator include:

- Coordinating the recruitment of the participants for the program, both youth and mentors
- Supporting the coordination of the various youth professional development workshops
- Supporting the development of the Entrepreneur Resources hub, including sourcing content, engaging industry partners
- Supporting the enhancement of the program website, including updating content
- Providing support and assistance as required to the various stakeholders, including but not limited to young entrepreneurs, mentors, and program partners
- Providing support with external communications

Skills:

- Customer service skills
- Written and verbal communication skills
- Management skills
- Negotiation skills
- Organizational skills
- Project management skills
- An understanding of social media and other marketing skills
- Fluency in both official languages is an asset



It is expected that the employee will work remotely from home during the duration of the term. All required tools for the employee to perform their job will be supplied.

Terms:

This position is scheduled to commence on Monday, June 20, 2022.

This is a home-based 8-week internship, 35 hours per week at a rate of \$18 per hour.

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

***International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.*

Application:

Please send your resume and a one page cover letter to careers@cglcc.ca.

CGLCC is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know when completing this application.

This job would not be created without the financial assistance of the Canada Summer Jobs 2021 program.