



## **RAYE Organizer**

This position will be facilitated in partnership with M.A.P.S. Alberta Capital Region, Rainbow Alliance Youth Edmonton (RAYE) and the Fyrefly Institute for Gender & Sexual Diversity.

### **Job Description**

Working with the M.A.P.S.m, RAYE, and the Fyrefly Institute this position will:

#### **Responsibilities:**

- Facilitate groups of stakeholders and partners to work together respectfully and effectively.
- Organizing RAYE monthly meetings with all RAYE partnering agencies.
- Collaborate with community groups to identify needs of the queer and trans community
- In a highly collaborative manner, support community not-for profit organizations by:
  - Identifying existing programs for Queer and Transgender Youth
  - Writing funding applications in support of RAYE initiatives
  - Ensuring practices centre the experiences of 2SLGBTQ+ youth - prioritizing youth that experience marginalizations such as racism, ableism, transphobia, biphobia, homophobia, and other prejudices.
- Creating a 2-year strategic plan for RAYE.
- Draft reports on the RAYE 2-year strategic plan
- Reporting on programs and services, including impact reports.
- Maintenance and Content Development of the RAYE social media.
- Planning & Facilitating RAYE Events (ex. Conference, queer makers market, resource liaison).
- Creation of Forward-Looking Plan (FLP).

**Qualifications:**

- Experience supporting 2SLGBTQ+ populations in a not-for profit context.
- Certificate in administration, youth care, social work, and/or equivalent experience as a community support worker.
- Excellent written and verbal communication skills, highly organized, and self-directed
- Facilitation skills, ability to work well with teams, and diverse community groups is required.
- Experience with community development approaches and human services is a strong asset
- Proficient skill as a public speaker is an asset.
- Proficiency in Google Suite (Docs, Sheets, Drive, etc.) and MS Office Suite (Word, Excel, PowerPoint).

**Skills:**

- Considerable knowledge of non-profit human service sector.
- Excellent communication skills (verbal and written), team player, organized, self-directed, facilitation skills, problem solver, comfortable public speaking, creative thinker, sensitive to social issues.
- Relationship building skills, ability to work with various partners collaboratively.
- Experience spearheading a program with a clearly defined vision of goals and outcomes

**Working Conditions:**

- 28 hours per week (0.7 FTE Equivalent). Hybrid of in-person and online work.
- Located in Edmonton with an expectation to work primarily in the Fyrefly Institute office with an openness for hybrid options.
- Occasional evening and weekend work.
- A vehicle and valid driver's license are required.
- Salary \$50,000/year

**Benefits:**

- Health benefits package after probationary period.
- 2 weeks paid vacation.
- Paid statutory holidays.
- 10 paid sick or personal days, as needed.

Please include relevant experience working with 2SLGBTQ+ youth in a not-for profit context. Additionally we would like you to include your personal philosophy for supporting youth resilience in the context of gender and sexual diversity.

**Please send a resume and cover letter to [adm@mapsab.ca](mailto:adm@mapsab.ca)**

**Position Posting will be open until a suitable candidate is found.**