

INQYR Youth Advisory Board (IYAB) Coordinator

Posting date: July 8th, 2022

Closing Date: July 29th, 2022

Status: Part-Time, Casual (8-12 hours per month) at \$20-\$24/hour + 4% vacation pay

Job Description

The Factor-Inwentash Faculty of Social Work, University of Toronto and the International Partnership for Queer Youth Resilience (INQYR) is currently seeking an INQYR Youth Advisory Board (IYAB) Coordinator for a casual employment position (8-12 hours per month) for work with Dr. Shelley L. Craig (Canada Research Chair in Sexual and Gender Minority Youth). This role will involve work on INQYR, a research partnership funded by the Social Sciences and Humanities Research Council of Canada (SSHRC). INQYR aims to understand how Sexual and Gender Minority Youth (SGMY) engage with Information and Communication Technologies (ICTs), and how interventions may be helpful for their health and wellbeing.

Responsibilities

1. IYAB Recruitment

- Draft recruitment materials such as recruitment flyer, application form, and social media posts for an IYAB consisting of 8-12 SGMY aged 14-24 from Canada, Mexico, the United States, and the United Kingdom.
- Distribute recruitment materials and respond to questions from potential applicants.
- Prepare IYAB applications for review by Dr. Craig and INQYR's Partnership Leadership Council (PLC) and schedule and attend interviews with prospective applicants.
- As vacancies on the IYAB arise, conduct additional recruitment as needed.

2. IYAB Coordination

- Coordinate bimonthly IYAB meetings, including scheduling IYAB participants, translator, and invited guests; facilitating IYAB meetings; ensuring meeting materials are prepared (e.g., workshop slides) and meeting minutes are taken and disseminated.
- Solicit biographies and other outputs (such as video) of IYAB members to feature on INQYR platforms (such as websites and social media).
- Liaise with IYAB members on an individual basis in between meetings, both for targeted feedback on INQYR activities and for general mentorship and support.

Qualifications

The successful candidate will demonstrate the following competencies and attributes:

- Post-secondary training in Social Work, Psychology, or related majors.
- Minimum of 1-2 years of professional experience in community engagement in research or youth group facilitation.
- Understanding of and ability to work with SGMY who identify with a broad range of identities.

- An engaging, enthusiastic demeanor suited to working with SGMY as young as 14 years old.
- Proficiency in MS Office, particularly Word and PowerPoint.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Bilingual proficiency in English and Spanish is an asset, but not required.

For more information and to apply for this position, please email a CV and cover letter detailing relevant experience to Dr. Ashley Brooks, INQYR Research Manager, at ashley.brooks@utoronto.ca.