

**Office of the Representative for Children and Youth**

**Project Coordinator**

**Administrative Officer 18**

**Permanent, full-time**

**Location: Multiple Locations, B.C.**

**Salary: \$56,032.51 - \$63,565.27**

**This posting is to establish an eligibility list for immediate or future permanent or temporary vacancies. Temporary appointments resulting from the eligibility list may be extended and/or become permanent.**

**Currently we have two permanent, full-time opportunities.**

The Representative for Children and Youth (RCY), an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving system. The Representative's Office is mandated to provide direct advocacy support to children and youth who are connected to the child and youth service system; to monitor and review government services for children and youth; and reviews and investigates deaths and critical injuries of children and youth in BC.

RCY functions within a complex and dynamic socio-cultural, legislative and practice context. Drawing on multiple sources of information and knowledge, RCY continually assesses and identifies opportunities to inform and advocate for improvements in the child, youth and young adult serving systems and establishes strategic priorities and takes action accordingly.

Two interconnected priorities for RCY are to: 1) identify and advocate for ways to address the over-representation of First Nations, Métis, Inuit and urban Indigenous children and youth in government care and connected to child welfare services; 2) meaningfully and ethically engage with children, youth, young adults and the community members who care about, to enhance RCY's understanding about their lived and living experience, especially with systems of care.

To support these priorities, RCY is committed to becoming a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns with and opportunities to improve the experience of and outcomes for First Nations, Métis, Inuit and Urban Indigenous children and youth in need of services.

**Please note:**

**Preference may be given to applicants as follows:**

- Indigenous, Black or racialized, LGBTQ2S+, people with diverse gender identities or expressions, and/or people with disabilities.
- Those with BC public service experience.

To assist us with screening, please ensure your application clearly indicates that you self-identify as having one or more of the qualifications or identities listed above. Please note that if you have another identity typically under-represented in the public service, please indicate this in your application to assist us in the review process. We will hold your application in strictest confidence, sharing it only with the hiring panel.

- The position must be willing to travel to meet the operational needs of the Office, subject to public health recommendations on travel. This may include overnight stays and travel to rural and remote areas. In keeping with RCY's support to balancing work, family and other commitments, travel will be planned in advance whenever possible.
- Most RCY positions, including the Project Coordinator, are decentralized and staff are attached to hub locations for administrative purposes such as for travel status. Victoria and Prince George have physical RCY office locations.
- Please note that this position is eligible for full-time remote work
- RCY is committed to supporting the health and safety of our staff and those we come into physical contact within the community in the course of our work, who include those most vulnerable to the COVID-19 virus. RCY has introduced a requirement for proof of vaccination against COVID-19. Everyone hired by RCY must agree to fulfil all vaccination requirements that apply to RCY employees. Accommodation will be considered for those who are unable to take the vaccine for a reason protected by the *BC Human Rights Code*
- This position is excluded from union membership
- The successful applicant requires a police record check and is subject to a criminal record review.

#### TO APPLY:

1. Review the [job profile](#)
2. Please include a cover letter and resume that outline:
  - a. how you meet the education and related experience required for this position
  - b. how you have learned about and apply the behavioural competencies in the job posting in your project coordination work
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to [jobs@rcybc.ca](mailto:jobs@rcybc.ca).

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be**

**considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

**Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.**

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

**Your application must be received by 11:00 p.m., PDT on October 10, 2022.**

***By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.***

**Contact:**

**Crystal Lynam, Human Resources Advisor**

**236-478-2796**

**[Crystal.lynam@rcybc.ca](mailto:Crystal.lynam@rcybc.ca)**