



# Job Description

<b>Job Title:</b>	<b>Youth Development Officer</b>
<b>Reports to:</b>	<b>Workforce Development Project Manager</b>
<b>Date created:</b>	<b>June 17, 2022</b>

## About 3+ Corporation

3+ Economic Development Corporation is the regional economic development organization for the municipalities of Dieppe, Moncton, and Riverview, New Brunswick. 3+ is funded by the three municipalities, provincial/federal government, and businesses in the private sector as members of our Driving Force. Working in close collaboration with its partners (public, private and not-for-profit sectors), 3+ Corporation leads the region’s delivery of future-focused programs which energetically advance sustainable economic growth for the tri-communities.

3+ Corporation help to grow the region’s economy through the following services:

- Entrepreneurship and Business start-up
- Workforce Development
- Promotion of Greater Moncton

While acting as a facilitator between other regional, provincial, and federal agencies, this helps maintain the growth of the region’s economy, increase the number and success rate of the region’s start-ups, provide a streamlined point of contact for business services and ensure greater partnership from government and the private sector.

## Job Overview

The Youth Development Officer will support the Workforce Development Project Manager with the regional coordination and implementation of career exploration and experiential learning opportunities for youth in our region. It will work strategically in partnership with a wide range of stakeholders, including Future Ready NB, secondary and post-secondary institutions, employers and other private and public sector representatives. Through this collaborative effort, this role will actively increase awareness of the labour market opportunities that exist in our region and strengthen our workforce talent pipeline through youth retention initiatives.

This position is aligned with the priorities identified in the Greater Moncton Regional Workforce Strategy 2020-2025 and the Southeast Labour Market Partnership.

This is a full-time position where the responsibilities will be split between supporting youth workforce development initiatives and youth entrepreneurial programming.

## Essential Responsibilities

- Support the creation of a regional experiential learning framework in collaboration with strategic partners
- Lead actions to develop a centralized logistics planning bureau of experiential learning initiatives in the region
- Assist with building and bridging industry and education partnerships to help create employment pathways aligned with labour market needs supported by curriculum choices, training credentials, and job placement in high-demand sectors to generate improved outcomes for youth and benefits to participating employers
- Coordinate employer readiness initiatives with employers, school districts, and Future Ready to improve the effectiveness of experiential learning initiatives
- Develop and promote toolkits/guides and training sessions to better prepare participants
- Work with school districts, career counsellors and partners to develop a calendar of activities related to experiential learning, career exploration and employer visits.
- Presentation and facilitation of in-school student-targeted activities along with school districts, teachers, and career counselors
- Youth representation on the Southeast Labour Market Partnership, representing a concerted voice of youth related bodies in action plan development under the regional workforce strategy
- Pilot initiatives (social, workshops, visits) related to connect youth to organizations, employers in the region
- Represent Youth at various leadership forums, events, to empower regional engagement of students in the community
- Provide administration functions to support the initiatives
- Support the Director of Workforce Retention with support on related projects as needed

### Essential Responsibilities (Entrepreneurship):

- Work with the local school district in the development of entrepreneurship curriculum / topics for the entrepreneurship accelerator program
- Provide entrepreneurship mentorship and advice for high school students that want to start a business
- Coordinate the collection of business leaders and advisors for the entrepreneurship accelerator program
- Source other training courses / workshops / activities for the students
- Work collaboratively with the high school teacher of the program to foster a strong program of entrepreneurship
- Develop / source basic materials for the students as it relates to entrepreneurship
- Present basic topics of business to the students

## Qualifications and Experience

### Qualifications and Experience:

- Post-secondary degree or diploma with transferable skills and competencies
- Demonstrable experience with project coordination, facilitation and development; background in supporting the implementation of pilot projects or new initiatives an asset

- Proven ability to work strategically with a wide range of diverse stakeholders across various sectors and demographics in a collaborative and positive fashion
- A relationship and partnership builder with strong interpersonal skills and a high level of professionalism
- A go-getter with a high degree of energy, enthusiasm and passion for the task at hand
- Highly adaptable, creative problem solver, with a strong ability to multi-task
- Superb organizational and planning skills and attention to detail
- Excellent computer skills; proficient or advanced skill in Microsoft Suite (Word, Excel, PowerPoint, and Outlook) and confident with database management.
- A strong team player with an innovative mindset
- Strong oral and written English and French communication skills

**Application procedure:** Please send applications by email in PDF format to [info@3plus.ca](mailto:info@3plus.ca), including “Youth Development Coordinator” in the subject line. Please note that only candidates selected for further consideration will be contacted.