



## **SDSN Canada Youth Network Coordinator**

### **Job Description**

**Job Title:** SDSN Canada Youth Network Coordinator

**Reports To:** Jon Beale, Manager, SDSN Canada

**Salary and Hours:** 10 hours/week at \$25/hour

**Effective Date:** August 3, 2020

**Term:** One year from start date

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The Youth Network Coordinator is the official representative of SDSN Youth for Canada. They oversee and coordinate local SDSN Youth activities in Canada and help to push the mandate as set by SDSN Canada to students across the country. The Coordinator will develop and implement a network strategy focused on youth engagement with the Sustainable Development Goals (SDGs), including enabling local SDG hubs to make an impact in their communities. The Coordinator will be responsible for overseeing the success of SDG Campus Coordinators across SDSN member campuses, primarily through a coaching/mentoring role.

The UN Sustainable Development Solutions Network (SDSN) has been operating since 2012 under the auspices of the UN Secretary-General. SDSN mobilizes global scientific and technological expertise to promote practical solutions for sustainable development, including the implementation of the Sustainable Development Goals and the Paris Climate Agreement. SDSN Canada launched in 2018 and is hosted at the University of Waterloo in partnership with the Waterloo Global Science Initiative.

SDSN Youth is an initiative of the SDSN. It was launched in 2015 with a mission to empower youth globally to create sustainable development solutions. SDSN Youth is a network of 650+ member organizations based in more than 85 different countries. SDSN Youth has more than 140 team members (staff, volunteers and interns) working in more than 30 different countries across 20 Regional/ National networks.

#### **Key Accountabilities**

##### **Coordination of the SDG Student Program**

- Human Resources - Assist with the recruitment, shortlisting, interviewing, onboarding and training of SDG Campus Coordinators.
- Monitoring - Supervise the activities and performances of SDG Campus Coordinators against a clear set of indicators and report progress on a regular basis to the Network Manager/Chair and the SDSN Youth Global Team.

- SDG Hubs - Assist the SDG Campus Coordinators in managing and facilitating the local SDG student hubs - digital workspaces for students interested in SDGs on campus.

#### **Management of the network**

- Enquiries - Manage the SDSN Canada Youth email inbox and respond to all queries in a responsible and timely manner.
- Bridging - Facilitate regular communication between key youth stakeholders in the network and identify collaboration opportunities with other youth member organizations.
- Progress Report – Monitor progress and report back to the Network Manager/Chair regularly, as well as the SDSN Youth Global Team. Prepare a short progress report each year to showcase the impact of SDG Campus Coordinators and outline the key challenges they faced in the pursuit of their core mandate.
- Strategic Planning with SDSN Youth - Assist with the creation and management of SDSN Youth initiatives and strategic priorities, representing a Canadian perspective in the discussions.

#### **Leading local projects and campaigns**

- Local opportunities - Capitalize on local opportunities that can promote the work of the network and showcase results, particularly by speaking at events, webinars, local media, etc.
- Projects/campaigns - Lead local campaigns and/or projects as determined by the Network Manager/Chair.
- Events - Work with SDSN and SDSN Youth partner organizations to facilitate events should such partnerships occur within the region.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

#### **Required Qualifications**

##### **Education**

- A current University of Waterloo student (Undergraduate or Graduate) with a minimum of 12 months remaining of study. A Bachelor's degree (or pursuit of) in management, sustainable development or a related discipline is an asset.

### Experience

- Experience with various communications and management software, such as Google Suite, Microsoft Office, Dropbox, WhatsApp, Facebook, etc, and be able to adapt to new tools.
- Some professional or volunteer work experience, particularly with partnership development, community mobilization, project coordination, event management or stakeholder engagement.
- Experience with fundraising is an asset.

### Knowledge/Skills/Abilities

- Excellent organizational and leadership skills.
- Self-driven and able to manage tasks independently.
- Knowledge of sustainable development, interest about the mission of the SDSN, including the pursuit of the Sustainable Development Goals and the Paris Agreement on Climate Change.
- Excellent command of the English language, including writing, speaking and listening.
- Team player with excellent interpersonal skills and ability to coordinate and manage networking operations across several projects/teams.

### Nature and Scope

- **Contacts:** SDSN Canada Manager, Chair, and Host Committee, SDSN Youth Global Team, SDSN Youth Coordinators from around the world, SDG Campus Coordinators, and youth-led organizations from throughout Canada. Nature of the role includes exchanging information, collaborating on work initiatives and projects, providing advice and guidance, and/or influencing or motivating others.
- **Physical and Sensory Demands:** Primarily a computer and telephone based position, with frequent opportunities for in-person networking (depending on University policy related to social distancing and COVID-19).
- **Working Environment:** Remote working arrangements are mandatory based on University policy related to social distancing and COVID-19. If on-campus activities are resumed, an office space will be provided, though remote working arrangements are still permitted. Given the national and international nature of the role, participation in in-person and teleconference meetings may occur at irregular times. Opportunity for some national and international travel (dependent on University policy and COVID-19).
- **Training:** All Network Coordinators are required to complete all SDSN Youth online induction courses, including team training.

To apply, please send a cover letter and resume to Jon Beale, SDSN Canada Manager at [jbeale@uwaterloo.ca](mailto:jbeale@uwaterloo.ca).