



Position Title	Youth & Lived Expert Engagement Manager	Type	Full-time, permanent
Department	Impact	Salary	\$52,000-\$62,000
Reports to	Director, Impact	Updated	May 2023

About Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving.

The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

Position Description

Working under the direction of the Director, Impact, the **Youth & Lived Expert Engagement Manager** leads the Foundation's engagement of the young people and lived experts we serve—former youth in care who share their valuable lived, and often professional and academic, child welfare experience and expertise. The Youth & Lived Expert Engagement Manager works to ensure that interested lived experts have the opportunity to partner with the Foundation as: advisors, ambassadors and volunteers—strengthening the Foundation's fundraising, marketing, granting and programing goals, ensuring we do our very best to address the gaps in equity and support facing the communities we serve. The Youth & Lived Expert Engagement Manager also advises the Foundation on lived expert-friendly communications, engagement, support, events, and programs; leads the Foundation in stewarding relationships with members of our lived expert community, including responding to support requests, organizational feedback, risk management and conflict resolution.

Responsibilities

60% - Ambassadors, Advisors (including Young People's Advisory Council) & Volunteers:

- Manages recruitment and support of people with lived child welfare experience to help lead and contribute to the Foundation's priorities, programming, practices, brand awareness, donor cultivation and events as:
 - (35-45%) Ambassadors—connect lived experts with opportunities to share their experiences and expertise to generate public support and awareness for the communities we serve. The Youth & Lived Expert Engagement Manager trains and supports staff, shares opportunities with Ambassador

network, advises in the selection of Ambassadors at Foundation at events, in communications and at meetings; and attends events with Ambassadors to provide support.

- (10-15%) Advisors—connect lived experts with opportunities to advise the Foundation on how best to address the gaps in equity and support facing the communities we serve through fundraising and granting. This includes planning and facilitating meetings, recruitment, selection and support of the Young People's Advisory Council and its alumni network, as well as other consultations on Foundation initiatives like new or existing programs such as the digital resource for youth in transition, communications, and events through various channels (e-survey, polls, live focus groups, group consultations etc.)
- (2.5%) Volunteers—connect lived experts with opportunities to volunteer with Foundation events and initiatives
- Uses granting and donor management databases to manage and track lived expert advisor, ambassador and volunteer information and expenses

20% - Youth & Lived Expert Engagement Strategy:

- Manages the Foundation's overall stewardship of relationships with members of our lived expert community, our lived expert engagement strategy and evaluation, and lived expert policies and procedures including crisis support, feedback, and conflict resolution
- Takes the lead in mitigating the risks to lived experts and the Foundation that come with lived expert engagement by ensuring that Foundation staff and volunteers are following engagement and support procedures and by training Foundation staff on engagement and support best practices
- Advises the Foundation on lived expert-friendly communications and events and in developing new programs that support children, youth and families involved with child welfare

20% - Foundation Support & Administrative Duties:

- Leads or supports other Impact Team projects from time to time
- Participates in events as a Foundation representative, to help plan thoughtful lived expert engagement and inclusion, and to support lived experts during these events
- Completes other duties as assigned

Competencies and Skills

- Possesses a strong understanding of the barriers and inequities facing children, youth and families affected by child welfare
- Passionate about pursuing equity alongside young people/lived experts and allies through fundraising and programming initiatives
- Experience working with donors and/or fundraising teams
- Committed to meaningful, ethical and sustainable youth/lived expert engagement practices, youth leadership and positive youth development, as well as strength-based, anti-oppressive and trauma-informed practices
- Two or more years' experience working with young people who have had involvement with the child welfare system and/or young people who have faced complex trauma and barriers
- Excellent interpersonal and relationship development and management skills; strength-based, solutions-focused collaborator with diverse stakeholders, including youth, colleagues and partners, maintaining a positive work environment
- Excellent organization, planning, time management and administrative skills
- Excellent communications skills, both oral and written
- Advanced report writing and editing skills
- Intermediate to advanced skills in MS-Word, MS-Excel and MS-PowerPoint, email, calendar, and web browsers
- Intermediate to advanced data entry, data maintenance, and database administration skills

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- Project management skills

Qualifications

- Relevant post-secondary degree or an equivalent combination of education and experience
- Minimum of 2 years' experience in a related role
- French language proficiency an asset
- Social work or child and youth work is an asset

Hours of work

- Regular office hours: 9:00 am to 5:00 pm
- Occasional evenings and weekends during busy periods
- Events where lived experts would be supported are in-person in Toronto/GTA
- Vacation restrictions during busy periods

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements to support staff diversity and ensure a healthy work-life balance.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office at least 1 day a week.

We acknowledge that the Foundation's main office is located in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

To Apply

Please forward a current resume, with covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include " Youth & Lived Expert Engagement Manager" in the subject line of your email by Friday, June 9, 2023.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.

*Those who are currently eligible for Children's Aid Foundation of Canada funding and programs will no longer be eligible to apply for these supports should they accept this position.