



## **YouthForce Operations Coordinator, Summer 2026**

***(Administration, Planning, Logistics & Partner Communication)***

YouthForce is a community-based employment program operated by Kinbridge Community Association that offers job-skills training, personal and professional development opportunities, and meaningful work for youth (ages 15-30), with a focus on young people facing barriers to the mainstream workforce.

### **Position Overview**

Kinbridge Community Association is hiring a **YouthForce Operations Coordinator** for the YouthForce Summer Employment Program, delivered in partnership with Waterloo Region Housing (WRH).

This role focuses on the **administrative, logistical, and planning backbone of the program**, ensuring that schedules, resources, reporting, training logistics, data collection, and partner communication run smoothly. The Operations Coordinator plays a critical role in keeping multiple sites, teams, and projects organized and well-supported behind the scenes.

The Operations Coordinator works closely with the YouthForce Community Coordinator, YouthForce Supervisors, YouthForce Team Members, and community partners. This position is supervised by Kinbridge's Social Impact Manager. This role also contributes to program evaluation, sustainability planning, and content development.

### **Key Responsibilities**

#### **Program Logistics & Administration**

- Coordinate schedules for youth teams, Supervisors, training days, and job sites.
- Manage program tools, supplies, and shared resources across multiple locations.
- Track attendance, staffing, data collections, and any operational needs.
- Support payroll preparation and hiring documentation processes.

#### **Training & Planning Support**

- Support the coordination of training sessions, including space booking, materials, and schedules.
- Assist with workshop content preparation and facilitation support.
- Ensure training aligns with employment readiness and lifeskills goals.

#### **Data, Reporting & Program Improvement**

- Support the collection and tracking of participant data, surveys and inspections as needed.
- Assist with program assessments and reporting requirements for funders and partners.
- Help identify operational improvements and efficiencies.

#### **Partner & Stakeholder Communication**

- Support communication with Waterloo Region Housing and community partners.
- Coordinate logistics related to specialized projects and site-based initiatives.
- Help ensure partners receive timely updates and clear information.

#### **Marketing & Storytelling Support**

- Assist with social media content, photos, and impact storytelling.

- Help track program milestones, outcomes, and success stories.
- Support content development for reports and funder communications.

### Cross-Team Collaboration

- Work closely with the YouthForce Community Coordinator and Supervisors to respond to operational needs.
- Escalate risks, scheduling conflicts, or site issues to the Social Impact Manager.
- Contribute to broader Kinbridge community development initiatives when required.

### Preferred Experience & Qualifications

- Must be legally eligible to work in Canada
- Experience in administration, logistics, program coordination, or operations support.
- Strong organizational skills and attention to detail.
- Comfort working with spreadsheets, forms, scheduling tools, and shared documents.
- Ability to manage competing priorities and shifting timelines.
- Strong written and verbal communication skills.
- Interest in community programs, youth employment, and social impact work.
- Must be 18 years of age or older due to site access and supervision protocols.
- Willing to complete Police Record Check with Vulnerable Sector Scan.
- Willing to complete Standard First Aid & CPR (training provided if needed).

### Employment Details

Working Conditions	Details
Job Type	Seasonal, 35 hours/week
Contract Length	20 weeks (April-August)
Salary	\$21.00-\$24.00/hr (based on experience)  Expected Start Date: April 7, 2026 Expected End Date: August 28, 2026
Work Location	200 Christopher Drive, Cambridge - along with other community partner locations and YouthForce job sites throughout the Waterloo Region.
Travel requirements	A valid driver's license and daily access to a personal vehicle for work use are required. Must be willing to travel between work sites and store materials and supplies. Mileage provided by YouthForce.
Schedule	Monday - Friday, 9:00 AM - 5:00 PM Some flexibility required for occasional evenings or special events

YouthForce and Kinbridge Community Association are committed to hiring people who are representative of the diverse populations we serve, and we strongly encourage qualified applicants from varied backgrounds to apply and to self-identify in their cover letters.

All applicants are welcome, but priority is given to those with lived experience in Waterloo Region Housing and affordable housing communities.

### Application Instructions

***To be considered, applicants must submit a resume and cover letter outlining their experience working with youth and why they are interested in community-based employment programming, along with the completion of the screening questionnaire that will be sent to you after your application is received.***

Please send your resume and cover letter to [youthforce@kinbridge.ca](mailto:youthforce@kinbridge.ca)

Every application is thoughtfully reviewed by a member of our hiring team. We do not use AI or automated systems to screen candidates.

**Deadline:** Friday Feb 27, 2026 at 5:00 PM.

