Role Description

Job Title: EYEEC Mapping Tool Survey Administrator

Work Location: Flexible: Workspace available at BGCBigs West Club or option for remote work

Hours: Park Time Flexible (75 Hours total 10-17 hours per week)

Availability: Monday to Friday, 9:00 AM – 5:00 PM

We understand the importance of flexibility. This role offers part-time work hours, allowing you to manage your schedule effectively. Whether you're a student, a professional seeking change, or someone with various commitments, our flexible work hours are designed to accommodate your needs while aligning with the schedules of organizations and community agencies.

Duration of Contract: October 2nd 2023-December 31 2023

Compensation: $16.00

Who We Are:
The Edmonton Youth Economic Ecosystem Collaborative (EYEEC) is a group of people and organizations working together to improve employment, training, education, and entrepreneurship opportunities for young people between the ages of 15-30 with barriers to employment. We want to work together with youth like yourselves, employers, workforce development organizations (WDOs), government and education systems and others to create long term positive change to support youth to have meaningful employment and successful futures!

Summary:
Are you a young person who wants to make a difference and help other youth like yourself? Join us at EYEEC as a Survey Administrator, where you will play a vital role in ensuring that young people will receive essential information about volunteering, jobs, careers, and entrepreneurship in a more simple and efficient way.

In this role, you will play a crucial part in conducting an environmental scan using an online survey to understand and map workforce development organizations (WDO) and youth serving organizations that provide services and programs related to youth economic development.

Responsibilities:
1. *Survey Administration:*
   - administer surveys by phone to gather data on WDO and youth serving organizations and their youth economic development services.
2. *Data Analysis:*
   - collaborate with the project team to clean, analyze and interpret survey data. Identify key trends, patterns, and insights for a better understanding of Edmonton's youth economic ecosystem.
3. *Framework Development:*
   - contribute to creating a comprehensive framework, process and tool to map youth economic development services.

4. *Stakeholder Engagement & Outreach:*
   - Participate in discussions with stakeholders, including youth, to identify service gaps, explore collaborations, and gather perspectives on tools to advance youth economic development & access to information.
   - Conduct outreach to WDOs and youth serving organizations via email and phone
     i. Share information on EYEEC and the Mapping Project.
   - Co-create and inform the youth focused economic development directory.

Requirements

- You are between the age of 15-30
- No experience in survey administration is required – training ongoing support and mentorship will be provided.
- You are interested and committed to continuous learning
- You can pay attention to details and can keep things organized.
- You can follow instructions, work independently, and collaborate with a team
- Good at communicating.
- Comfortable using computers and online tools.
- You care about youth economic development and making a positive impact.

Training & Support:

- Orientation to the Edmonton Youth Economic Ecosystem Collaborative (EYEEC)
- Role Orientation
- Receive training and ongoing support to improve survey administration, data analysis, basic excel, cold calling and other relevant skills.
- Gain mentorship support from End Poverty Edmonton for guidance and personal growth.
- Receive 1-on-1 employment support to strengthen and integrate EYEEC experience in your resume and future interview experiences
- With support from the mentor, explore career pathways related to data, research, and other relevant fields, expanding your knowledge and opening doors for future opportunities.

How to Apply: https://forms.office.com/r/UusFn111KY

Deadline to Apply: September 20th 2023 11:59 PM

Note: This role description can be customized to match the specific needs of the EYEEC project.