

4 Team Lead Positions in TYPS Himalayan Network Project:

Opportunity for youth aged 17 to 29 - Challenging Volunteer Roles (**with bonus cash honorarium**) to help establish this innovative project to support Toronto youth of Himalayan heritage. We invite all youth (with any educational background - preferred if you can speak Tibetan, Hindi and/or Nepali), with a passion in community work to apply for these positions.

Positions:

1. TYPS Himalayan Networking Conference Coordinator - Honorarium/Volunteer Position Bonus - \$750
2. Youth Engagement and Outreach Ambassador (2 positions) - Honorarium/Volunteer Position Bonus - \$500 (each)
3. Volunteers Management and Events Coordinator - Honorarium/Volunteer Position Bonus - \$500

Commitment: Flexible schedule from November 2016 till May 2017: 150 plus hours approx.

Reporting: These positions will report to the TYPS Project Manager and Director.

APPLY: Interested applicants: Please send a brief note/cover letter on why you would like to apply for one of the positions. Send with your resume via email to drebu.org@gmail.com

Questions? Want to know more about the positions before you apply? Contact our project lead, Choden via email with your questions to : Drebu.typsnetwork@gmail.com

Deadline to Apply: Monday, November 21st, 2016 by midnight.

Note: Interviews conducted in person or via phone call on a first come first serve basis until the positions are filled. (Note: Applying early has more advantage).

Project Goals and Objectives:

- Establish TYPS Himalayan Network membership and successful support system.
- Identify and measure outcomes achieved from TYPS member interaction.
- Ensure to reach 100 plus active members that include both supporter and participants that are engaged through our project's social media channel (FB, website and LinkedIn)
- Organize a successful TYPS Himalayan networking conference with attendants target of 200+ youths.
- Track progress report, conduct evaluation outcome, gather feedback report of TYPS activities and member interaction.

KEY RESPONSIBILITIES (The team will carry out individual roles as well as work as a team to accomplish these tasks)

Planning:

- Identify activities for the networking conference based on youth member's needs and engagement goals. For example, attractions (sports, workshops, panel discussion), space and sponsorship.
- Provide a number of mini info sessions in explaining project goals and website/social media support tools to youth in person and via online group chat meetings as TYPS Network project ambassadors lead
- Identify and confirm Conference partners organizations (other youth focused organizations/groups) that can support the project's goals and objectives in holding a successful first annual TYPS Himalayan Network Conference
- Create a successful strategy for youth engagement - members, volunteers, & working group/committee recruitment and maintaining ongoing support for interactions
- Plan youth meetings, outreach sessions and volunteers coordination (including recruitment).
- Organize regular updates meetings and events planning session with the project team leads and volunteers.
- Secure key sponsors (space, workshops, refreshments, performances etc.) for the youth networking conference.

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- Recruit volunteer members and finalize the members of Networking Conference Working Group
- Forecast number of youth attendees and develop outreach strategies well in advance of the networking conference.
- Create a detailed logistics of the networking conference (space, activities, sponsors, schedules, volunteer roles, speakers, food, gifts, guests etc.,)
- Finalize agenda items for the Networking Conference in time for posting on events online at least a few months ahead of the date.

Outreach and Engagement:

- Recruit and maintain TYPS youth membership (supporters and participants).
- Create a one to two minute promotional/informational video on TYPS Network project with the communications team leads and launch it via social media channel latest by December end.
- Raise awareness about the TYPS Network support services through youth networks, social media sites, direct messages – electronically and in person, direct outreach - reaching out to youth where they hang out (community centres, playgrounds, restaurants etc; info-session and social media engagement), hand out flyers and phone calls.
- Foster, monitor and measure interaction between supporters and participants.
- Help, review the survey, evaluation and safety guidelines documents to help improve and share with all TYPS members and support network users.
- Ensure positive interactions between TYPS members and encourage all participants to complete evaluations after each major activity and interaction to collect measureable outcomes and feedbacks.
- Work closely with all team leads and project working committee in supporting engagement through social media sites.
- Send communications on TYPS related activities to all member (volunteer) and network via all mediums.
- Post youth meetings (volunteer, planning, networking conference event) on all social media sites and other news outlets in advance of the networking conference.
- Assist in the design and formulation of TYPS promotional items like T-shirts, pen or pencil with TYPS logos
- Monitor and track TYPS membership growth, member interaction, information exchange, outcomes, issues survey and evaluations.
- Conduct 1-2 focus group sessions with youth (15 to 30) members in identifying key topics and activities for the TYPS Himalayan networking conference.
- Invite key decision makers (politicians community leader, influencers, youth focused organization leaders to the TYPS- Himalayan networking conference.
- Identify and appoint TYPS members in different volunteer roles to assist in project activities and networking conference.

Evaluation and sustainability:

- Help improve the evaluation form that is based on project goals and distribute them at the meetings and events
- Encourage youth members to fill out the evaluation form accessible online (and paper forms) as soon as an interaction with a peer has resulted in outcomes and to report feedbacks
- Gather and capture evaluation contents or data to help prepare and track report on project outcomes.
- Incorporate feedback from TYPS related activities into future activities to improve the support level for efficiency and growth.
- Share success stories of peer support interactions on a regular basis on project's social media platforms(website, FB, linkedin group)
- Ensure all members have understood all risk management forms - user terms, confidentiality, waiver, media consent - in relation to TYPS membership and activities.
- Compile photos of all activities and events to update album with activity report on TYPS Facebook group.
- Add testimonial from evaluations as photo captions for album.
- Assist with designing and disseminating final project evaluation with all key project members, contributors including volunteers at the conclusion of the networking conference.

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- Participate in project's final report preparation.