



We're Looking for You!

Programs Coordinator

The **Programs Coordinator** supports the development, execution, and growth of our annual Blueprint Mentorship and Side Hustle Bootcamp programs. The Programs Coordinator will work closely with the Programs team and the other YWiB Vancouver portfolios.

You: Passionate about connecting people, fostering community and YWiB Vancouver's mission. You understand the importance of relationships and supporting personal growth and professional development.

The Role:

- Assist in maintaining and growing YWiB Vancouver's current programs
- Work closely with other Programs Coordinators under the guidance of the VP Programs
- Help to engage, interview, and manage program applicants
- Assist with creating and organizing events/classes, both online and in-person, including:
 - Planning event content or class curriculum
 - Identifying and recruiting Vancouver business professionals and leaders to participate as program mentors, speakers, or coaches
 - Arranging venues and catering (if applicable)
 - Assisting with marketing, promotion, and budgeting
- Assist with matching Blueprint Mentorship mentors and mentees and help with facilitating those relationships for the duration of the program
- Engage with Side Hustle Bootcamp participants and coaches throughout the program
- Attend some Blueprint Mentorship events and Side Hustle Bootcamp classes
- Communicate with other YWiB portfolios, including Connections, Marketing, and Events
- Attend Programs meetings and monthly all team YWiB meetings as required

What we're looking for:

- Strong, engaging and professional communication skills (both oral and written)
- Ability to connect with experienced entrepreneurs
- Demonstrated project management and organizational skills
- Strategic self-starter, with a positive "can-do" attitude
- Ability to work independently and as part of the team

This volunteer position requires a ONE-year commitment. The successful candidate must attend our monthly all-team meetings (every 1st Monday), support the successful execution of events and programs, work with our team for idea contribution, and complete independent work. Time commitment will vary between 5-10 hours per week.

Please submit a resume AND cover letter to Vancouver.volunteer@ywib.ca with the subject line "Programs Coordinator – Your Name"