



Centre for Leadership and Innovation
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Project Coordinator - Centre for Leadership and Innovation (CFLI)

About CFLI

Leaders aren't born, they are nurtured and developed. This is the driving force behind CFLI, which was founded in 2012. CFLI's mission is to build and promote leadership and innovation amongst Tamil Canadians and other multicultural communities. It is registered as a Non-Profit organization, and is governed by the Board of Directors and an Advisory Board.

CFLI offers many programs for youth ages 10 to 18 years old throughout the year, which include YLP, YDocs, YFinance, YJobs, YRobotics and YRoots. Youth Leadership Program (YLP) is its primary program, which has over 450 youth enrolled and classes are held at 3 locations – Ajax, Brampton and Markham. YLP was established with the objective of developing and fostering future leaders of Canada. This innovative program provides a forum for youth to practice and hone their leadership, teamwork and communications skills through learning-by-doing and a peer support group. The YLP classes are facilitated by over 50 volunteers, professionals from various backgrounds. For further information on CFLI, please refer to www.cflicanada.ca.

Position Summary

This will be a full-time summer job position from mid-June to mid-August 2019, and the candidate be required to committ 12 to 15 hours a week in a part-time role starting in September 2019. Hourly wage of \$18-\$20/hour based on experience. This position will report to the Board of Directors of CFLI. The Project Coordinator will have flexibility to work remotely 50-60% of their time.

Key Duties and Responsibilities:

- Planning and coordination of programs and its activities
- Assist with implementation of a new student database system
- Handle the programs related administration
- Maintain and updating student database
- Keep all members of the board up-to-date with relevant program information
- Schedule and organize meetings/events and maintain agenda

Experience/Qualifications:

- Currently 3rd or 4th year post-secondary student
- Strong team management and communication skills
- Experience in youth related program management is an asset
- Ability to speak in Tamil is an asset, but not required
- Able to take initiative and ownership of work

Please note: Candidates will be required to provide information to do a background check.

Please apply by May 19, 2019. Resume to be sent to the attention of Umesh Vallipuram at umesh.vallipuram@cflicanada.ca.