



YOUTH ENGAGEMENT BOARD OF DIRECTORS (Volunteer Positions)

Role Overview

We are actively seeking a team of dedicated volunteers aged (18 years - 30 years) with strong leadership skills to support the Brain Injury Association of Peel & Halton (BIAPH) and our Youth Engagement Ambassadors throughout a minimum 8-month contract (September 1, 2023 - April 30, 2024). These volunteers will be responsible for leading and managing the Youth Engagement Ambassador teams, overseeing event coordination, developing engaging social media content, fostering community engagement, and/or researching the profound experiences and impacts of acquired brain injury (ABI). This opportunity is ideal for post-secondary students or recent graduates who are eager to gain experience in leadership and non-profit management, while also establishing valuable connections in the non-profit, legal, and healthcare sectors.

Please note that volunteers may be required to submit a Vulnerable Sector Check prior to their start date. If you have any questions or concerns, please contact Nichola Nonis, Director of Operations at nnonis@biaph.com.

In this role, you will be responsible for managing a team of volunteers (Youth Engagement Ambassadors) and supporting the various operations within BIAPH. The Youth Engagement Board (YEB) has 4 specializations, and we are seeking leaders in each area of expertise:



Event Operations

BIAPH runs yearly events that contribute to community engagement, ABI awareness, and the development of our support programs. We are seeking a **YEB Director of Event Operations** to support volunteers in:

- Preparing for, advertising, and/or assisting with post-event duties.
- Assisting with administrative duties pre-, during and post-event.
- Taking photos and/or videos at an event.

This specialization requires access to reliable transportation and a willingness to appear at in-person events in the Peel/Halton region. Some events may require proof of up-to-date COVID-19 immunization(s). Please note that there is a possibility that some events may require volunteers to operate cashless payment terminals. Training will be provided.

Access to reliable transportation and the ability to work on-site, as necessary, is required.

Candidates should be comfortable with community engagement, public speaking, and on-site work. Key competencies include strong interpersonal and teamwork skills, an ability to multitask, and a sense of comfort working with crowds and large groups.



Marketing & Social Media Outreach

BIAPH is committed to ABI awareness and prevention; one of the ways we achieve this is through media outreach. Our organization educates and raises awareness for the ABI community through our website, Facebook, Instagram and Twitter. We are seeking a **YEB Director of Marketing & Social Media Outreach** to support volunteers in knowledge translation efforts:

- Developing and posting social media content (e.g., posts, stories, reels)
- Promoting upcoming fundraisers (e.g., Mississauga Steelheads hockey games, Holiday Fundraiser, Annual Bowl-a-Thon, etc.)
- Managing and updating content on our various social media platforms.
- Advocating for BIAPH and its mission on your college or university campus and helping recruit volunteers for special events and ongoing organizational needs.

Candidates should be comfortable working with Canva and social media platforms. A background in student affairs and/or previous experience working with clubs and student associations is considered an asset. Key competencies include technical skills in web design, content development, and social media management.





Business Development

BIAPH continually seeks partnerships and sponsorships with other organizations and institutions which helps us expand our programs and services within the community. We are seeking a **YEB Director of Business Development** to support volunteers in:

- Facilitating connections between BIAPH and campus agencies, including clubs, associations, career centres, volunteer programs, etc.
- Assisting in the development of community fundraising and awareness events.
- Contributing to ABI awareness initiatives; delivering presentations to stakeholders.
- Assisting during BIAPH fundraisers and contributing to its execution.

Candidates should have strong leadership skills and an interest in non-profit management, business development, and/or other related fields. It is important to be comfortable liaising with vendors, donors, and stakeholders. A background in customer service, fundraising, event planning, and/or event promotion is considered an asset. Key competencies include strong interpersonal skills, good initiative and the ability to work independently.





Research & Education

BIAPH is committed to bridging the gap between research and the ABI community. We will be publishing regular blog posts on MindMatters, which focuses on simplifying research findings and resources pertaining to the ABI community. We are seeking a **YEB Director of Research & Education** to support volunteers in:

- Conducting literature reviews, and synthesizing information.
- Developing research snapshots and infographics to communicate findings.
- Working with the media outreach team to present material across social platforms.

Candidates should have strong research and written communication skills. Previous experience in content development and/or research is an asset. Key competencies include a strong attention to detail and a proven ability to proofread and edit documents effectively.





Benefits of Volunteering as a YEB Director

As a volunteer Board Director, you will gain invaluable leadership experience and strong industry connections in non-profit management, as well as access to networking opportunities with healthcare providers and legal professionals. At the end of your term, you will be able to list professional competencies in project management, health promotion, fundraising, proposal writing, business development, and research on your resume. This experience could also make you a highly competitive candidate for graduate schools and scholarships looking for young people with leadership skills and community involvement.

Additional benefits include:

- Receive a personalized letter of recommendation from our official Board of Directors after completing your term (September 1st - April 30th).
- Receive a Certificate of Community Participation highlighting the number of hours spent volunteering and your impact on the community.
- Gain experience in tasks such as community engagement, public service, working with a non-profit organization, fundraising, customer service, marketing and promoting events.
- Gain transferable skills such as demonstrating responsibility, reliability, organization, professionalism, and leadership.
- Invaluable leadership experience and strong industry connections in non-profit management, as well as access to networking opportunities with healthcare providers and legal professionals.



Apply Now!

As a Youth Engagement Board Director, you are expected to demonstrate strong leadership and initiative skills and be able to work independently, with minimal supervision. All BIAPH volunteers are expected to possess a good knowledge of our mission and activities (an orientation will be provided). Volunteers must show respect for the organization, our staff, and the communities we serve. They are expected to fulfill their responsibilities as assigned and know when to ask for support from fellow volunteers and/or supervisors.

Training will be provided. This will include a brief overview of the organization and our expectations for each role.

Even if you do not meet all of the preferred qualifications listed above, we encourage you to apply and tell us about your experience and the strengths you bring to the position. You can submit your application here:

<https://forms.gle/ZZ1cjkwaScVHNpjx6>

At BIAPH, we support equity, diversity, and inclusion and believe that everyone has a right to fair hiring and employment opportunities. If you require accommodations at any stage in the application and/or hiring process, please contact Nichola Nonis, Director of Operations at nnonis@biaph.com.

