

REQUEST FOR PROPOSAL

Youth and Family/Caregiver Engagement Facilitator



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Sunshine Coast Community Services, the largest nonprofit on the Sunshine Coast, is seeking proposals from qualified, experienced firms or individuals to lead and implement community engagement activities, establishing and supporting the Foundry Sunshine Coast Youth and Family/Caregiver Advisory Committees.

The candidate should possess recent experience in working with diverse youth and families and an in-depth knowledge of creating safe spaces. They should also be familiar with the communities of the Sunshine Coast and existing barriers to services for youth and families.

This contract runs for 52 weeks, with a maximum compensation amount of \$17,420.

About Sunshine Coast Community Services

Sunshine Coast Community Services has been making our community stronger, safer and more resilient since 1974. Our nonprofit organization supports community members through more than 30 programs in four main areas: Community Action & Engagement; Child and Family Counselling; Family, Youth and Children's Services; and Together Against Violence.

For more information about this initiative please visit the [Foundry Sunshine Coast - Foundry - \(foundrybc.ca\)](https://foundrybc.ca)

Expected Outcomes

- Development of 2 stable committees.
- Coordination of Committees, creating content documents, scheduling guest speakers, and hosting various education sessions and training.
- Develop and establish standards and accountability mechanisms including logic models, monitoring frameworks and evaluation processes including the completion of program(s) reports, stat collection maintenance of relevant documents.
- Establish a governance structure.
- Design and execute an onboarding process.
- Develop and deliver training programs/ opportunities.
- Support and lead the creation of policies, processes/ procedures for the advisory committee.
- Facilitate meetings.

The following should be addressed in your proposal

- Your vision and objectives for the project, as well as your understanding of the work to be undertaken.
- Your approach to the project.
- The proposed schedule of milestones, activities, and duration.
- Your personal experience with similar projects; and
- Expected compensation.

Proposal Submission:

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Proposal submission closing date is January 26, 2024 at 4:30 p.m.