

Community Support & Impact Intern

Twelve-Month Paid Internship Opportunity

About UNYA

For more than 35 years, the Urban Native Youth Association (UNYA) has supported the health and wellbeing of Indigenous youth throughout Metro Vancouver. As one of Canada's leading Indigenous youth organizations, we provide culturally grounded programs and services that empower Indigenous youth to build healthy, connected, and successful futures.

At UNYA, we believe Indigenous youth are the experts in their own lives. Everything we do is guided by respect, relationships, culture, and community, creating safe and welcoming spaces where youth can thrive.

Our Philosophy of Care

UNYA's work is guided by an Indigenous Philosophy of Care that shapes every interaction we have—with youth, families, community members, partners, and one another.

Our five guiding philosophies are:

- Trauma-Informed Practice
- Harm Reduction
- Youth-Centred Practice
- Two-Eyed Seeing
- Culture as Therapy

These principles ensure every youth experience consistent, culturally safe, and compassionate care across all UNYA programs.

About the Community Support & Impact Intern Role

The Community Support & Impact Intern is a paid Internship designed for someone who already has a foundation in office administration, communications, or customer service and is ready to build a meaningful career in the non-profit sector.

Working alongside experienced leaders, you'll gain practical experience supporting community engagement, donor stewardship, communications, administration, and special events while



developing professional skills that are highly transferable across the charitable, community, and public sectors.

You'll also gain an understanding of the vital role donors, community partners, businesses, foundations, and volunteers play in helping UNYA create opportunities for Indigenous youth. By supporting these important relationships, you'll contribute to the organization's growth, sustainability, and long-term impact in the community.

This Internship combines meaningful work, mentorship, and professional development with real responsibility from day one.

While this Internship is offered as a one-year term position, there may be opportunities for extension or future employment within UNYA, depending on organizational need and successful performance.

Highlights of this Opportunity

UNYA is looking for an outgoing, organized, and professional individual with exceptional communication skills to join our Community Support team.

As the Community Support & Impact Intern you'll often be one of the first people community members, donors, volunteers, businesses, and partners connect with when reaching out to UNYA. You'll help create welcoming experiences, coordinate communications, support community events, maintain administrative systems, and assist with the many behind-the-scenes activities that help strengthen opportunities for Indigenous youth.

You'll work closely with the Fundraising Manager while collaborating with staff across the organization.

Regular working hours are Monday through Thursday, 9:00 a.m. to 5:00 p.m.

A Week in the Life of a Community Support Fellow

No two weeks at UNYA are ever the same.

On Monday morning, you may be welcoming a community member interested in supporting Indigenous youth while responding to emails from donors and community partners.

Tuesday might find you preparing thank-you letters, updating our community relationship database, and helping UNYA teams coordinate logistics for an upcoming youth event.

Midweek, you could assist with organizing an UNYA presentation for a local business, prepare materials for a volunteer activity, work alongside UNYA's internal website and social media teams to gather Community Support stories, prepare updates, and help share how donors, partners, and community members are creating opportunities for Indigenous youth.

By Thursday, you may be helping celebrating a community partnership, or ensuring the administrative details behind an UNYA event are ready to go.

You may also spend part of your week:

- Participating in a paid online professional development course, building new skills and knowledge that support your growth throughout the Internship.
- Building a deeper understanding of UNYA by spending time with different teams and programs, learning how our 20+ services work together to provide holistic, culturally grounded support for Indigenous youth.

Every week is different—but every day contributes to building stronger relationships that create opportunities for Indigenous youth.

Duties and Responsibilities

Community Engagement

- Welcome donors, community partners, volunteers, and members of the public in person, by phone, email, text, and social media, providing professional, culturally safe, and responsive service.
- Respond to general inquiries regarding UNYA's programs, services, and community initiatives, connecting people with the appropriate staff when needed.
- Help create positive and meaningful experiences for everyone engaging with UNYA.

Administrative Support

- Prepare donor acknowledgement and thank-you letters and maintain accurate records within UNYA's community relationship database.
- Support day-to-day administrative operations, including program and office systems, and maintaining organized records.
- Coordinate program, campaign logistics, presentation materials, product donations and program administrative documentation.
- Organize tours of UNYA with a Senior Leadership Team member for a donor and or stakeholder.
- Assist the Fundraising Manager and UNYA Team members with administrative projects and special initiatives as needed.

Community Outreach & Events

- Assist with planning and bringing to life inspiring community events such as Native Youth Day, Orange Shirt Day, donor appreciation activities, presentations, and other community engagement initiatives.
- Support UNYA staff the behind-the-scenes coordination that helps community gatherings, volunteer experiences, meetings, and partnership activities run smoothly and create memorable experiences.
- Work collaboratively across departments to ensure community engagement activities are well coordinated and delivered professionally.

Communications

- Assist with providing community information and updates for UNYA's website and social media channels.
- Support communications that celebrate donors, volunteers, community partners, and the impact of community support.

Team Responsibilities

- Maintain confidentiality regarding youth, staff, donors, and organizational information.
- Consult regularly with supervisors regarding priorities and operational needs.
- Foster a welcoming, respectful, and non-judgmental environment that reflects UNYA's values.
- Perform other related duties as required to support the Community Support program.

Qualifications & Experience

We're looking for someone who enjoys working with people, takes pride in being organized, and wants to build a career where community relationships make a meaningful difference.

The ideal candidate will have:

- A diploma in Office Administration, Business Administration, Communications, or a related field (graduates of recognized administrative programs are encouraged to apply), or a combination of relevant education and experience.
- Approximately two years of experience in office administration, customer service, community engagement, or a related role.

- Strong organizational skills with the ability to manage multiple priorities while maintaining exceptional attention to detail.
- Excellent written and verbal communication skills.
- Strong computer proficiency, including Microsoft Office, Microsoft Teams, Canva, social media platforms, and the ability to learn new software.
- A professional, positive, and welcoming approach when interacting with the public.
- The ability to work independently while contributing effectively within a collaborative team.
- An understanding of, or willingness to learn about, Indigenous cultures, communities, and the intergenerational impacts of colonization and residential schools.
- Experience working with Indigenous youth or Indigenous organizations is considered a strong asset.
- A valid Criminal Record Check satisfactory to UNYA.
- Proof of COVID-19 vaccination.
- A valid BC Driver's Licence is considered an asset.

As permitted under Section 41 of the BC Human Rights Code, preference will be given to qualified Indigenous applicants, including First Nations, Métis, and Inuit candidate.

What We Offer:

- Salary of CAD \$49,340.00/year
- A 32-hour (4-day) work week
- Comprehensive benefits package
- Paid vacation, sick, and wellness days
- Access to our Employee Assistance Program (EAP), offering no-cost counselling services for UNYA staff
- Cultural and spiritual support from UNYA's Elder in Residence
- Monthly staff development opportunities

How to apply:

Ready to make an impact?

If you're passionate about creating meaningful opportunities for Indigenous youth and want to be part of a dynamic, supportive team, we'd love to hear from you! Please send your cover letter and resume—clearly indicating the position you're applying for—to the attention of the Program Manager at impact@unya.bc.ca.



This posting will remain open until the position is filled. We thank all applicants for their interest—only those shortlisted will be contacted.

UNYA is an Indigenous youth organization committed to uplifting Indigenous voices and futures.

We strongly encourage applications from qualified Indigenous individuals—including First Nations, Métis, and Inuit candidates. If you identify as Indigenous, please feel free to share that in your application—we'd love to know!

The Urban Native Youth Association is located at 1618 East Hastings Street in Vancouver.