

## Co-Creating Our City Example Position Description

# Co-Creating Our City Young People and City Leaders Building Next-Level Engagement

Young people and city decision-makers rarely get to exchange ideas. Young people often seek out project-based opportunities, inclusive short-term formats as well as online platforms to express their wishes and ideas for vibrant communities. Cities, on the other hand, sometimes lack efficient ways to engage in productive exchange with young residents, especially with those who are underrepresented, at risk, or not yet engaged with existing offerings.

This collaborative project uses a novel citizen science approach to address the mismatch between opportunities for exchange offered in cities and what young people seek out in terms of engagement to realize their ideas of flourishing communities. The project sees groups of selected young people (aged 16 to 19 years) and city administrators investigate the needs and opportunities for youth engagement and make recommendations for tangible solutions to create vibrant communities in their own cities.

## Position description

This individual is expected to do the following:

### Tasks

- Manage contacts with city authorities and local youth organizations
- Manage contact with citizen scientists (both young people and city administrators)
- Plan and deliver five workshops with citizen scientists, each between 3-5 hours
- The workshop concepts and materials will be designed by the project team, involvement in the workshop design is possible (though not required)
- Support and conduct citizen science research activities, e.g. conduct interviews, focus groups, survey research (this depends on what the citizen scientists decide they want to do)
- Analyze qualitative and quantitative research findings
- Prepare materials documenting the research findings for citizen science workshops
- Plan and organize city-wide public event, or workshop showcasing results

### Required

- Bachelor's degree required; master's in social sciences preferred
- People-oriented, open and responsive to change
- Project management skills
- Excellent interpersonal skills and strong oral and written communication skills
- Demonstrable experience of communicating effectively and building successful relationships with internal and external partners
- Workshop and meeting facilitation experience
- Ability to work independently, prioritize and work to deadlines with minimal supervision
- Commitment to equality and fairness and integrity in dealing with others
- Knowledge of office systems, processes and technologies including Microsoft Office, Outlook, Sharepoint, and Teams

### Desirable

- Proven track record of conducting social research (e.g. interviews, focus group, survey research)
- Ability to analyze data and present findings from social research (basic qualitative data analysis, basic statistical analysis, reporting)
- Some understanding of social research terminology