



## Corner Commons Outreach and Events Assistant Green Change/Community Development

May 30 - July 23 (8 weeks)  
35 hours/week at \$15/hour  
Internal/External posting

*Jane/Finch Centre is a community-based organization driven by passion, innovation and a strong commitment to social justice, community engagement, and collaboration. Our vision is a healthy Jane and Finch community – strong, inclusive, social and politically active through diversity, opportunity and participation.*

*Our Green Change/Community Development team works with residents, community partners, and others to address local priorities and systemic issues and create more inclusive and equitable spaces.*

*Coordinated by the Jane/Finch Centre, [Corner Commons](#) is a community-led project that aims to transform the Jane Finch Mall parking lot into a vibrant public space that is safe, welcoming, and accessible to all. Thanks to funding from the Government of Canada's Healthy Communities Initiative, Corner Commons was successfully installed last year from July to September 2021, and will be returning again in 2022!*

### **The Position**

This position will be full-time (35 hours/week) from May to July 2022. The pay rate is \$15 per hour.

### **Supervision and Mentorship:**

The Manager of Community Planning and Development will supervise the Corner Commons Outreach and Events Assistant, ensuring their health and safety, overseeing the completion of key tasks, and providing regular feedback through one-on-one check-ins. The Outreach and Events Assistant will also work closely with local resident leaders, grassroots groups, partner organizations, and other Jane/Finch Centre staff, especially our Community Design Coordinator and Inclusive Parks Recreation Worker.

They will learn directly from local leaders and partners, gain practical experience working in a non-profit environment, and build their knowledge and skills in public outreach and engagement, event coordination, arts programming, grassroots organizing, as well as community development. They will also be supported in growing their skills in client service, teamwork, leadership, marketing, and communications.

### **General Responsibilities:**

The Corner Commons Outreach and Events Assistant will assist our Green Change/Community Development team with organizing and promoting various public events and activities at Corner Commons and engaging artists, volunteers, and residents of all ages from the Jane-Finch community and broader Humber River-Black Creek area. They will do some work remotely, but mainly support our in-person outdoor activities throughout the summer season. They will help develop in-person/online outreach activities and event plans, coordinate logistics, create marketing/promotional materials, and support volunteers and program partners as needed.

All in-person outdoor activities at Corner Commons will be conducted in accordance with City of Toronto, provincial, and Jane/Finch Centre public health and safety guidelines and practices.

### **Specific Responsibilities:**

- Work with staff, resident leaders, local organizations, grassroots groups, and others to promote, host, and document public programming, special events, and other activities at Corner Commons

- Help create content for various social media platforms, develop and distribute marketing materials, and support cross-promotions with local partners, funders, and sponsors
- Conduct outreach to community members and local groups/organizations
- Assist with logistics and set-up/tear-down for events and programming onsite, as well as social media and other online events
- Support site volunteers with completing their tasks successfully and developing their skills
- Help maintain our social media calendar, event/programming listings, and volunteer/participant registrations
- Actively participate in weekly team check-ins, Corner Commons Working Group meetings, event/program planning sessions with community leaders and partners, and other project meetings
- Participate in project debriefs and evaluations
- Perform other general tasks as required, such as data collection and report writing

### **Key Qualifications:**

- Career interest, education, and/or experience in the arts, marketing, communications, design, urban planning, social work, community development, and/or another relevant field
- Current or former resident of the Jane-Finch community (or the larger Humber River-Black Creek area) and/or experience living or working with other low-income, racialized communities
- Committed to social justice and equity and working with a strong anti-racism and anti-oppression framework
- Comfortable talking with and engaging people of all ages and backgrounds
- Ability to work both independently and collaboratively in a team
- Strong attention to detail
- Self-starter who has good organizational skills and is flexible to changing plans
- Excellent communication skills, both written and verbal
- Some experience in graphic design, social media, photography, and/or video production is an asset
- Ability to work flexible hours, including evenings and some weekends, as needed
- Ability to communicate in another language commonly spoken in the Jane-Finch community (e.g. Spanish, Vietnamese, Twi, or Arabic) is an asset

### **COVID-19 Requirements:**

New employees are required to be fully vaccinated against COVID-19 as a condition of being hired.

### **Other Job Requirements:**

The position will also involve and require:

- Working outdoors in all kinds of weather (heat, sun, rain, wind)
- Repetitive tasks, such as bending, crouching, and reaching
- Walking, standing, and working on your feet in a parking lot
- Lifting heavy objects, like wood furniture, planters, tents, etc.

**\*This position has been funded through the Canada Summer Jobs program. To be eligible, candidates must:**

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person to who refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Please submit your resume and cover letter as a single file to [clarasr@janefinchcentre.org](mailto:clarasr@janefinchcentre.org) by Wednesday, May 18, 2022 at 11:59PM. Please include “Corner Commons Outreach and Events Assistant” in the subject line.**

### *DIVERSITY, EQUITY AND ACCOMMODATION*

*Jane/Finch Centre is committed to having a workforce that is reflective of the diversity of the Toronto community and of our participants. We strongly encourage applications from: racialized*

*persons, Indigenous persons, persons with disabilities, persons of minority sexual orientation or gender identity, and all those who can provide different perspectives.*

*Jane/Finch Centre is committed to hiring practices that are inclusive and barrier free, and will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.*