



## Youth Program Assistant (Summer Intern)

Non-unionized, 35 hours/Week (8 Weeks)

\$15 per hour

Internal/External Posting

*Jane/Finch Centre is a community-based organization driven by passion, innovation and strong commitment to social justice, community engagement, and collaboration. Our vision is a healthy Jane Finch community – strong, inclusive, socially and politically active through diversity, opportunity and participation. Every year we assist over 15,000 people through our programs.*

*At Early ON, we offer programs and services for families, caregivers and children to enhance skills. Structured and unstructured learning activities are provided to facilitate school readiness, problem solving, communication, and promoting literacy skills.*

### **The Position:**

The Jane/Finch Centre is currently filling a position for a Youth Program Assistant.

This is a temporary summer student position, at 35 hours per week from July 4, 2021 to August 26, 2022. The hourly rate is set at \$15 per hour.

### **Accountability:**

The Youth Program Assistant will report to the Manager of, Family and Financial Services

### **General Responsibilities:**

The Youth Program Assistant will support the delivery of engagement processes to encourage children ages 6-12 and their families to participate in various ongoing initiatives and planning for summer initiatives in the Black Creek Community. Activities may include planning and facilitating workshops and group activities, social media presence, hosting information tables, planning and conducting outreach at community events and supporting with drop-in. This position will provide valuable on-the-ground experiences in public engagement, research and planning, and youth development initiatives.

### **Specific Responsibilities:**

- Work closely with the EarlyON team, resident leaders, and other local partners to organize and facilitate community outreach and engagement activities.
- Organize summer programs
- Attend positive youth development, outreach and event planning training.
- Interact and develop working relationships with a variety of public and private institutions to develop a network.
- Contact community partners and sponsors.
- Support youth leadership and capacity building through participation in workshops, group activities, and events both in person and online.
- Develop and implement community summer partnership initiatives and programs that support program objectives.
- Support other activities as required.

**Qualifications:**

- Student enrolled in a secondary, post-secondary, or technical program with an interest in social work, community education, and children and youth.
- Knowledge and/or experience working with low-income, racialized communities.
- Knowledge and/or experience working with online platforms such as Zoom, Google Workspace and Instagram.
- Knowledge and/or experience working with Microsoft Office.
- Excellent communication skills, both verbal and written.
- Flexible to work evenings and weekends as required.
- Resident of the Jane and Finch community is an asset.
- Knowledge and/or experience in community outreach and engagement is an asset.

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

- 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.

**COVID-19 Requirements:**

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

**Please submit resumes and cover letters as one attachment to**

**[aliciak@janefinchcentre.org](mailto:aliciak@janefinchcentre.org)**

**Applications should be received no later than 5:00 pm on May 31, 2022 and should reference “Youth Program 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.*