

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2026-13

POSITION TITLE: E-VIBES Communications Worker	
DEPARTMENT: Children & Youth Services	STATUS: Contract Part-Time, CUPE 7797
# HRS / WEEK: 20	CONTRACT DATES: ASAP until April 17, 2026
REPORT TO: Manager, Children & Youth Services	HOURLY RATE: \$29.95
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The E-VIBES Communications Worker role is to lead the creation and promotion of strategic, high-impact content designed to reshape narratives surrounding communities impacted by violence. Content development under E-VIBE focuses on violence interruption, intervention, and prevention through digital storytelling, awareness campaigns, and proactive online engagement through the Towards Peace Website and Social Media platforms. This position reports to the Manager, Children & Youth Services and is part of **CUPE Local 7797**.

MAJOR DUTIES:

- Ongoing maintenance of public website and social media accounts.
- Research Toronto content creators that align with the goal of promoting peace on social media.
- Develop and share new content each week to ensure consistency and complete all website updates and tracking. Curate, draft and design content, edit content photos and videos for publication.
- Maintain visibility of the upcoming content pipeline to ensure planning and alignment with organizational priorities. Maintain bi-weekly website and social content updates.
- All created content must be uploaded to the TWP and TNG Social Media Content Tracker.
- Creating of annual and regular visual story telling.
- Connect with grassroots organizations affiliated with Towards Peace regularly and upload their content to the website when applicable.
- Attend all monthly grassroots organization meetings to capture all important group updates that can be shared on the Toward Peace website and social media platforms.
- TWP events are the top priority for content coverage. Some Weekend work will be required.
- Attend assigned events for photo/video capture content for Website and Social Media platforms. Post event recaps in a timely manner to maximize engagement.

REQUIREMENTS & QUALIFICATIONS:

- Experience with Social Media Analytics and have the ability to understand the process of gathering, measuring, and analyzing data from social media platforms to understand brand and content performance.
- Strong working knowledge of major social media platforms.
- Experience using Canva, Adobe and other editing software
- Advanced knowledge of, and the ability to fully utilize, computerized systems including MS Office, SharePoint, online business applications, and social media. Knowledge of design software such as Adobe InDesign and Photoshop is an asset.
- Demonstrated organizational abilities to work effectively independently as well as a member of a team.
- Superior verbal, written and visual communication and presentation skills in English.
- Familiarity with the creative development process and drafting of creative briefing documents, and ability to evaluate and critique creative copywriting and graphic design.
- Excellent understanding of marketing strategies and tactics and demonstrated ability to define new audiences and build communities of support.
- Lived experiences of community violence through exposure, and practical experiences of working with youth vulnerable to involvement in serious violence and crime
- General knowledge of the social service landscape in the GTA and knowledge of the historical context of community violence in the City of Toronto
- Ability to work weekends to attend events as required.

To apply, submit your resume with "TNG2026-13" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement. This posting is for an existing vacancy.