

<b>POSITION TITLE:</b> Community Development Assistant	<b>STATUS:</b> Canada Summer Jobs Student Position – 8 weeks
<b>DEPARTMENT:</b> Community Development	<b># HOURS / WEEK:</b> 35
<b>REPORTS TO:</b> Community Development Coordinator	<b>Hourly Wage -</b> \$18-\$19
<b>POSTING DATE:</b> May 16, 2023	<b>CLOSING DATE:</b> When Filled

The Community Development Assistant will work closely with the Community Development Coordinator in the planning and execution of programs and the development of resources that support community gardens, promoting local food security and building strong healthy communities. The focus will be on empowering community members with information and resources related to their food needs and on engaging them in a learning process through community gardening initiatives. Assisting the Community Development Coordinator, this position will collaborate with communities using an inclusionary framework to conduct community development initiatives. The incumbent will contribute knowledge, and support to a variety of community development and food security initiatives at the agency and work to help build healthy communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist the Community Development Coordinator to collaborate with communities using an inclusionary framework
2. Design and develop webinars/workshops and other tools for staff and participants on food security and gardening issues with a focus on community development initiatives
3. Identify, research, and compile available resources like the city-wise food bank, and food distribution initiatives and compile those
4. Assists to organise workshops about food, its safe preparation, nutrition, and physical activity
5. Promote the TNGCS community gardening project at Regent Park and provide hands-on support for gardening there
6. Make connections and partnerships with other agencies to identify possible collaboration to ensure food security and gardening activities
7. Prepare flyers and promote community development and civic engagement initiatives
8. Provide support in other Community Development and Social Action team initiatives as needed

**Qualifications:**

1. Passion for community development and/or relevant fieldwork, studies and/or educational and work experience that demonstrates equivalency
2. Strong social media skills with a focus on promotion
3. Proven interest in community development, education and training
4. Ability to achieve program goals/targets including planning ahead for contingencies and identifying solutions to problems to ensure the best results
5. Strong computer skills including Microsoft Office, search engines, online communication methods, webinars and social media skills
6. Experienced with verbal and written communication, and presentation skills
7. Some experience in developing and facilitating workshops and training materials
8. Ability to work effectively as a member of the team and independently



Community Services

CENTRAL NEIGHBOURHOOD HOUSE  
NEIGHBOURHOOD LINK  
ST. STEPHEN'S COMMUNITY HOUSE

9. Cultural sensitivity and an ability to work using an equity lens in a diverse multicultural/multiracial organization
10. Second language an asset
11. A current police reference check is required, which may include a vulnerable sector check

**In order to apply for this position, you must be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.**

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To apply, submit your application with “**Community Development Assistant**” in the subject line of your email to:  
[summerjobs@tngcs.org](mailto:summerjobs@tngcs.org)