

The Neighbourhood Group Community Services

Summer Youth: Greening and Community Development & Social Action (CDSA) Assistant Job

Description

POSITION TITLE: Greening and CDSA Assistant	STATUS: Canada Summer Jobs Contract Position
DEPARTMENT: Community Development	# HOURS / WEEK: 35 hours per week, 8 weeks contract
REPORTS TO: Community Development & Social Action Worker	Hourly Wage: \$19 per hour
POSTING DATE: May 16	CLOSING DATE: Until Filled

PROGRAM AND POSITION SUMMARY:

The Neighbourhood Group (TNG) Community Development and Social Action Worker will foster civic engagement with a focus on city government engagement and greening initiatives. This is a Canada Summer jobs contract position for people 30 and under. The incumbent will help engage program participants and local residents to raise awareness of how to get your voice heard with the city government.

The incumbent will also work with our participant-led Member Advocacy Committee on civic engagement strategies.

In addition, the incumbent will review and enhance the TNG Green Charter, focusing on waste reduction and promotion of greening across our locations. They will further develop work commenced in summer 2022 to assist the Community Development and Social Action (CDSA) staff to implement the Charter in innovative ways. This position will work to engage TNG staff and communities to increase knowledge, use and access to greening initiatives including green bins, greening events, planning activities, delivering workshops and more.

Responsibilities include: Working closely with the CDSA staff, the position will include targeted outreach to programs and agency partners, as well as the development of social media content to promote voter engagement and greening work. The incumbent will provide collaborative supports to the Community Development and Social Action team in initiatives including minute taking.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Delivery

1. Help create promotional materials
2. Help plan and lead workshops with programs to encourage engagement with city government
3. Assist in rolling out Green Charter implementation plan with waste reduction recommendations
4. Work with CDSA staff and operations staff to implement three bin waste reduction system, developing staff and participant training strategies to encourage uptake
5. Research, contribute knowledge and plan outreach for opportunities for environmental advocacy
6. Post to social media and use communication and marketing tools to promote TNG's goals on the democratic engagement and greening working with CDSA staff
7. Attend occasional evening and weekend meetings

Outreach and Engagement

8. Encourage civic engagement in our programs working with the Community Development & Social Action Worker.
9. Help with social media posts on Facebook, Twitter and Instagram to showcase our work and engage participants
10. Work with CDSA staff to prioritize other programs for webinars/workshops

B. QUALIFICATIONS:

- Passion for civic engagement and environmental action and/or relevant field work, studies and/or educational and work experience which demonstrates equivalency
- Strong virtual webinar and event planning skills and/or interest
- Strong social media skills with a focus on promotion
- Proven interest in civic engagement including city issues, environmental education and training
- Passion for and commitment to social and environmental justice
- Experienced with verbal and written communication, and presentation skills
- Some experience in developing and facilitating workshops and training materials
- Ability to work effectively as a member of the team and independently
- Multicultural sensitivity and an ability to work in a multicultural/multiracial organization
- Second language an asset
- 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.

Please submit your Cover Letter and Resume, using the subject line **"Greening and CDSA Assistant"** to: summerjobs@tngcs.org