



High School Program Assistant - Toronto

Canadian Roots Exchange (CRE) works to bring together Indigenous and non-Indigenous youth to engage in dialogue, and break down walls and stereotypes that divide communities. CRE programming is led by youth, for youth. CRE organizes four main types of activities: reconciliation exchange programs, workshops, conferences, and community events. Programs lead to a greater understanding of Indigenous realities and build stronger connections between Indigenous and non-Indigenous youth.

Job Description:

Canadian Roots Exchange is hiring a Summer Programs Assistant which is designated as a summer job for someone who has been a full-time high school student in 2016-17 and will either be returning to high school in September 2016 or entering their first year of post-secondary studies. The successful applicant will be involved with supporting the full-time office staff and supporting our summer programs. The successful candidate will work out of our Toronto-based office alongside other office staff. Preference will be given to candidates who are knowledgeable of, connected to young people in Toronto and are excited by the opportunity to work with programs that bring together Indigenous and non-Indigenous youth. This position encompasses many different duties and we are hoping to recruit a flexible and versatile candidate.

Duties will include:

- Assisting with outreach and promotions of CRE programs
- Utilizing social media (Facebook and Twitter) to assist with increasing visibility of programs
- Helping to design new promotional materials for CRE events and such as posters, brochures and advertisements
- Promoting CRE programs to high school aged youth in the GTA
- Promoting CRE programs to youth organizations, businesses and post-secondary institutions in the GTA
- Assisting other CRE staff members with the writing of grant reports and proposals, and assisting with program evaluations
- Helping to organize community events over the summer targeting youth
- Organizing CRE's video and photo library and assisting with synthesizing photo and video footage
- Assisting with gathering testimonials from youth and video editing

Candidates should have:

- Have a strong interest in working with youth and working with newcomer and Indigenous youth
- Computer literacy
- Interest in strengthening public speaking, facilitation and organizational skills

- A willingness to work during the occasional weekend or evening during special events and programs

Other requirements

- Canadian Roots Exchange is a youth based organization with a commitment to ensuring equitable involvement of young persons at our board, staff and volunteer levels. Candidates from newcomer, communities of colour, Indigenous communities and CRE alumni will be seriously considered and are encouraged to self-identify in a cover letter.

Salary and Start Date

This is a paid summer position for 8 weeks starting June 26, 2016. The successful candidate will receive \$12.50/ hour for a 30 hour work week.

Application Process

To apply please send your resume and cover letter in either MS Word or pdf format prior describing your relevant experience and interest in this position. The deadline to apply is 9pm EST on May 25, 2017 at 5pm EST. Applications should be sent with the “High School Summer Programs Assistant - Toronto” in the subject line to jobs@canadianroots.ca

Please note that only short-listed candidates will be contacted.

For more information about Canadian Roots Exchange, visit our website: www.canadianroots.ca