



## **Post-Secondary 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 post-secondary student in 2016-17 and will be returning to full-time post-secondary studies in 2017-18. 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 youth in the GTA and assisting with the recruitment of new volunteers
- 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
- Assisting with an organizational fundraising campaign and database maintenance
- Helping to organize community events over the summer targeting youth
- Assisting with gathering testimonials from youth and video editing

### **Candidates should have:**

- Have a strong interest in working with youth and working with Indigenous youth and youth from ethno-racial minority communities
- 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 as early as May 22, 2017. The successful candidate will receive \$15.00/ hour for a 30 hour work week. Based on available funding, extension of employment may be possible.

**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. Since this position is a summer position, we are currently accepting applications and will review applications as they are received. We will start scheduling interviews with short-listed candidates as early as May 9, 2017 until the position is filled. Applications should be sent with the "Post-Secondary Summer Programs Assistant - Toronto" in the subject line to [jobs@canadianroots.ca](mailto: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](http://www.canadianroots.ca)