

Job posting, External

Job title: Program Worker, Anti-Racism Action Program
Classification: A – Short Term Project Worker
Compensation: \$27.01 – 28.66 per hour
Hours: 28 hours per week
Start / End Date: ASAP – March 31, 2023
Reports to: Manager, Special Projects
Posting Date: Aug 12, 2022
Reference Number: CLU-2022-24
Deadline to apply: Aug 18, 2022, 5:00 p.m.

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number.

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

Job Summary:

The Program Worker implements arts and digitally-based project for 66 racialized newcomer women, engaging them in personal narrative, story-telling and drama. They will provide ongoing support to their cohort, cultivating digital literacy and social media skills. Culminating activities will include the publication and launch of a project book and digital media exhibitions at four City of Toronto Museums.

In-person and online duties will be required, depending on public health conditions. The Program Worker must be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate using technology and online tools. When conditions permit, the Program Worker works out of an office space. Some work on weekend and on weekday evenings will be required.

Maintaining positive relationships with the City of Toronto Museums, ethno-specific service providers and other stakeholders, partners, support staff and CultureLink colleagues is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide initiatives.

Duties

- Recruit participants from target groups
- Meet with clients to follow-up and assess their progress, give support and discuss any challenges
- Setting up collaborative partnerships with key stakeholders and community partners
- Planning and delivering cohort-based group sessions
- Ensuring the completion of Narrative writing/story telling using different forms of art by participants
- Host weekly workshops on various program topics
- Assist with skill building sessions for personal narrative development in writing, drama/theatre, arts-based medium to re-story
- Assist with skills building sessions in digital narratives, social media and digital media literacy
- Organize registration of participants, prepare programs and promotional material, and publicize events, exhibitions, and project results
- Host digital/social media campaign(s)
- Review, edit and assist in the final output of stories of all participants
- Develop Project Book with participant narratives and support book release
- Liaise with Museums to show case the stories created by the participants
- Perform project evaluation and submit periodic reports

Required Work Capacities/Competencies

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg); working in an open office
- Non-physical demands: travel between worksites; monthly deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, clients and colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

Qualifications

- Post-secondary program or graduate degree in a relevant field or a combination of equivalent experience and education
- Three years of community work experience
- Demonstrated skills working with multiple projects within tight timelines
- Sensitivity and understanding of diversity, inclusion and equity practices
- Experience working with projects involving narrative writing, drama, storytelling in multicultural settings using multi media
- Experience working with racialized women
- Excellent creative writing and verbal communication skills
- Advance skills in using digital platforms (i.e, Instagram, Canva, Facebook, Twitter)
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in one or more languages other than English preferred
- Legally entitled to work in Canada
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19

We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.