

Job posting, External

Job title: Program Worker, Arts based Programming
Classification: A, Short-Term Project Worker
Compensation: \$28.10 - \$29.82 per hour
Hours: 35 hours per week
Start / End Date: As soon as possible to March 31, 2024
Reports to: Manager - Special Projects
Posting Date: December 15, 2023
Reference Number: CLU-2023-34 (Revised)
Deadline to apply: December 21, 2023 by 5 pm

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 35 years of 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 programs to support the socio-emotional wellbeing of newcomer children for their successful integration into their communities. Program worker, in partnership with other organizations, carries out research, and delivery modifications on arts-based programs for newcomer children and youth through virtual platforms such as Zoom. Programming will address newcomer children's complex needs such as supporting children through trauma, cultural competencies, expressing themselves (verbal and non-verbal), and cultural competencies, integration needs and confidence building through effective arts-based programming and delivery platforms. This project will support the unique needs of newcomer children and will be delivered in different locations within the City of Toronto.

In-person work at one or more sites will be required. The Program Worker must also be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate in virtual programs using technology and online tools.

Maintaining positive relationships with all 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

- Setting up collaborative partnership planning group
- Carry out comprehensive documentation and analysis of a variety of Toronto-based programs across CultureLink and with partner agencies
- Collaborate with internal and external partners to develop arts-based programming for newcomer children, youth and their families
- provide arts-based programming to ensure a safe and supportive unified learning space
- Perform outreach and recruitment of clients for the programs
- Plan, implement and evaluate workshops and group activities
- Scheduling, coordinating and executing social media and email campaigns.
- Monitor campaign performance and report on key metrics and provide actionable solutions
- Co-ordinate with research partners, provider of arts-based programs and newcomer children to ensure appropriate data collection, observation, recommendations are carried out
- Work in collaboration with evaluation consultant, research partner and follow the Evaluation Framework, and ensure that there is proper data collection and tracking, reports and evaluations
- Meet with clients to follow-up and assess their progress, give support and discuss any challenges
- Maintain program statistics with timely data input in organizational/approved tools; reporting as needed
- Perform project evaluation and submit periodic comprehensive program reports
- Other duties as assigned

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Required Work Capacities

- 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
- Open to work in evening and weekends (as required).

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 in community collaborative projects
- Demonstrated skills working with multiple partners, data collection and reporting
- Advanced skills in using a variety of virtual learning and social media platforms
- Sensitivity and understanding of diversity, inclusion and equity practices
- Experience working in arts-based programming.
- Experience working with newcomer children and youth
- Excellent written and verbal communication skills
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in one or more languages other than English is preferred
- Legally entitled to work in Canada