

Job posting, External

Job title: Program Worker, ON Indigenous Land
Classification: A, Short Term Project Worker
Compensation: \$28.10 - \$29.82 per hour
Hours: 35 hours per week
Start / End Date: ASAP to December 20, 2024 with possibility of extension
Reports to: Manager – Special Projects
Posting Date: Feb 29, 2024
Reference Number: CLU-2024-08
Deadline to apply: Mar 06, 2024

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 ON Indigenous Land project aims to increase awareness of Canada's cultural diversity and issues affecting full participation in society and the economy, related to culture, ethnicity and/or religion, and to increase capacity within communities to address racism and discrimination. The Program Worker will recruit 60 racialized youth to participate in the project. Working with Indigenous-led organizations, the Program Worker will deliver training programs to support participants to craft their personal Land Acknowledgment and engage them in community mobilization. The project will culminate with knowledge sharing including a theatre performance by program participants.

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

- Coordinate with project partners including Indigenous-led organizations.
- Implement training activities in Indigenous awareness and inclusion, anti-racism and storytelling as an advocacy tool.
- Facilitate racialized youth community actions in consultation with Indigenous-led organizations.
- Arrange for video filming and other recording activities.
- Work with partner organization to implement a Forum Theatre.
- Perform outreach and recruitment of clients.
- Schedule, coordinate and execute social media and email campaigns, monitor and report on key metrics
- Monitor outreach and social media campaign performance and report on key metrics and provide actionable solutions.
- Following the Evaluation Framework, work with third party evaluator to achieve the terms of the contract.
- 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.
- Submit periodic comprehensive program reports.
- Other duties as assigned

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; some evening and weekend work
- 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 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 with Indigenous-led organizations
- Experience working with Youth and Youth Programming
- Excellent written and verbal communication skills
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in French language is an asset
- Must be authorize to work in Canada