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## Internal/External Job Posting

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### Special Events Organizer (Canada Summer Jobs)

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown West Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community.

Our Greenest City program is looking for an energetic, passionate, and creative individual wanting to apply their marketing, communications, and event expertise to neighbourhood level climate action initiatives. The position will work with other staff and students to design and deliver workshops, support a fresh produce and community market. This position will involve urban agriculture, outreach, direct community engagement, lifting of tables and tents, supporting volunteers, and participating at a fresh produce market in the neighbourhood. You will be working in tandem with another Canada Summer Jobs position at the Greenest City program

This 30 hour/week position is a great opportunity for students interested in working both in and outdoors and who are wanting to take their events organizing skills to another level. Most work will take place at our Parkdale and 248 Ossington sites and gardens, though some work may be remote. The position will work alongside and in collaboration with the Greenest City staff and other students and will be accountable to the Community Engagement Coordinator.

The Special Events Organizer position is funded by Employment and Social Development, Canada. As per the Canada Summer Jobs eligibility criteria, the applicant must be between the ages of 15-30, have a valid SIN, and be a Canadian Citizen, Permanent Resident, or person who has been granted Refugee status in Canada. Please note that international students, and those who are in Canada on a work, youth, or visitor visa/permit, are not eligible for the program.

**West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **Responsibilities:**

- Support workshops, community volunteers, gardening and events at the Greenest City program.
- Be part of the community team to start up, and implement the Parkdale Good Food Market.
- Assist with volunteers weekly who will support the market.
- Responsible for set up and clean up with the Parkdale GFM team members.

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- Represents the organization's climate action work as appropriate and coalitions, community events and meetings.
- Works collaboratively as a part of the GC team to achieve the Greenest City program's goals and outcome through activities above.
- Participates in team meetings, weekly supervision meetings, communicates and works together regularly with team members.
- Embodies and promotes anti-racist, anti-oppressive, equity-seeking practice in all aspects of work and contributes to a stimulating learning environment that is inclusive, respectful, and culturally sensitive for Greenest City participants.
- Various administrative duties, including statistics, program records, reporting, etc. including contributing to program systems and their development and general office space duties.
- Other duties as required, including participating in House-wide events and opportunities as appropriate.

### Qualifications:

- Strong commitment to and passion for the environment.
- Able to lift heavy items such as wheel barrels, tables and tents.
- Curiosity and interest in learning, sharing knowledge, and working collaboratively.
- Experience with or interest in climate action initiatives at the local level.
- Experience working on neighbourhood initiatives.
- Experience in working with diverse groups of people.
- Strong communication skills: spoken, interpersonal and written.
- Experience in content development (social media, presentations, newsletters, outreach and marketing materials, public education).
- Experience in leading and designing workshops, leading activities and group facilitation.
- Good computer skills (Word, Excel, Teams, Zoom).
- Able to work alone and as part of a team effectively.
- Able to take initiative and meet deadlines.
- Demonstrated commitment to the principles of social justice and DEI principles.
- Experience in community development is an asset.
- Residency in Downtown West Toronto is an asset.
- Fluent in languages other than English is an asset.
- Some evenings and weekends required.

**Status:** Summer Contract  
**Start Date:** July 7, 2025  
**Hours:** 30 hours per week (270 hours total)  
**Rate:** \$19.40 per hour  
**Unit:** Community Programs and Social Change  
**Immediate Supervisor:** Coordinator, Community Engagement  
**Posting Date:** June 26, 2025  
**Closing Date:** July 2, 2025

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**Please submit your cover letter and resume clearly indicating “Greenest City Special Events Organizer” in the subject line by 5:00 p.m. on the closing date to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, Ontario  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)