

Internal/External Job Posting

Environmental Events Specialist (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. This position partners with will be instrumental in the outreach, marketing, and community and volunteer partnerships that support our weekly Good Food Market/Community Fair in the neighbourhood. The position will also work with other staff and students to design and deliver the market. Beyond the market, this position will also work on climate change communication for both the Greenest City program and the House. Finally there will be opportunities to use your communications skills to deliver/support workshops, public education and other activities and events for the vibrant and diverse communities in the neighborhood.

This 30 hour/week position is a great opportunity for students interested in working both in and outdoors and who are wanting to take climate action at the neighbourhood 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.

West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, people with disabilities, women and people 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:

- In collaboration with staff and students develops outreach and education strategies to inform, recruit and engage community members regarding climate action events and programs.
- Implements outreach and education strategies in collaboration with other students and volunteers.
- Creates marketing content, such as flyers, social media posts, newsletters, website materials.
- Participates in the creation of public education materials on climate action topics (e.g. land stewardship, reuse, food growing, climate related emergencies, pollinator gardens etc.)

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- Contributes to the weekly Good Food Market success primarily via marketing; communications, liaison, relationship building and coordination of partners and volunteers; weekly evaluation of market with others.
- Along with other staff, students, and volunteers, staffs the weekly Food Market (set-up, display, handling money, tear-down, community engagement)
- Delivers and supports some climate action, workshops, public education, events, and activities with an eye to knowledge transfer, skill and leadership development, and community engagement.
- Participates in and/or does research on Greenest City Special Projects as required (e.g. pollinator gardens; new climate action initiatives; community events, program planning, etc.)
- 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.
- Follows West NH COVID-related policies and procedures, including working in a hybrid fashion as appropriate.

Qualifications:

- Must be 16 to 30 years of age, citizen or permanent resident.
- Strong commitment to and passion for the environment.
- 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, (social media,
- 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.
- Fluent in languages other than English is an asset.
- Residency in Downtown West Toronto is an asset.

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

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- Some evenings and weekends required.

Status: Full-Time Contract, until September 1, 2023
Start Date: July 4, 2023
Hours: 30 per week (some evenings and weekends required)
Rate: \$15.50
Unit: Community Response & Advocacy
Immediate Supervisor: Community Engagement Coordinator
Posting Date: June 1, 2023
Closing Date: June 13, 2023

To apply, please send us a resume and a cover letter by 5:00 pm on the closing date to:

Hiring Committee
248 Ossington Ave.
Toronto, ON
M6J 3A2
jobs@westnh.org