Community Engagement Program Development Job Family

Department: Centre for Student Engagement

Nature and Scope:
Community Engagement Program Development jobs with the Centre for Student Engagement assist in the creation, organization, implementation and assessment of on-campus programming and events that serve the local community including community organizations and youth. Some examples are Alternative Reading Week, STEAM Days, Community Day events, Social Innovation Projects and Indigenous awareness programming.

Jobs in the Community Engagement Program Development Family include:
- Alternative Reading Week Assistant
- Access & Outreach Assistant
- Indigenous Engagement Assistant
- Social Innovation Project Assistant
- STEAM Day Assistant

Duties and Responsibilities:
- Manage the completion of a project(s) from start to finish including logistical planning and organization
- Collaborating with community organizations, campus partners and/or other Centre for Student Engagement teams to create unique programming that meets strategic priorities and stakeholders’ needs
- Volunteer management
- Develop innovative and interactive tabling and outreach activities throughout the academic term
- Monitor U of T email account daily for work-related emails
- Attend weekly team meetings
- Participate in team socials and teambuilding

Training & Commitments:
- Attend Student Leadership Training (August 31, 2020 – September 4, 2020)
- Support large-scale CSE events including UTM Orientation (September 5, 2020 – September 12, 2020) and Exam Jam (TBC)
- Assist with the recruitment and hiring process in Winter 2021;
- Attend one-on-one meetings with the supervisor/Team Lead regularly.

Additional Duties:
- Additional duties as assigned by the supervisor

Minimum Qualifications Required:
- Experience working or volunteering with youth and/or community organizations is an asset
- Project-management and/or event-planning experience
- Strong written and in-person communication
- Excellent time-management
- Cross-cultural awareness
• Knowledge of the campus and its resources

Contract Period
Fall Term: Start August 31, 2020 and conclude in February 2021
**Exact dates to be confirmed at the time of an offer

Remuneration
• $15/hour
• 5-10 hours per week during the 2019/2020 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from January 6, 2020 to January 24, 2020 at 12 noon.