

Community Engagement Job Family

Department: Centre for Student Engagement

Reports to: Manager, Community Engaged Learning

Nature and Scope

Community Engagement positions work collaboratively with local groups and organizations to develop impactful programs and events that improve the well-being of community members and create meaningful solutions to social issues. Working with community stakeholders, students, staff and faculty, you will support and encourage people and groups to co-create projects, programs and events that improve access to post-secondary education, enhance community wellbeing and operations, and strengthen program development and implementation.

Jobs in Community Engagement include:

- Social Innovation Projects, Community Days, Alternative Reading, Access Initiatives and Youth Mentoring

Duties and Responsibilities

- Facilitate workshops and programs to students, following a peer-led model
- Assist with the delivery of community engagement events and services related post-secondary education
- Assist in conducting needs assessment of participants via pre-and-post surveys as well as collects data to evaluate the effectiveness of CSE programs through fairs, tabling, social media, etc.
- Monitor U of T email account daily for work-related emails and correspondence with stakeholders
- Actively participate in weekly team meetings, team socials and teambuilding initiatives

Training & Commitments

- Attend Student Leadership Training
- Attend in-service training and development throughout the contract period;
- Assist with the recruitment and hiring process in Winter 2019;
- Attend 1:1 meetings with a Student Engagement Coordinator/Team Lead regularly.

Additional Duties

- Additional duties as assigned by a Manager, Community Engaged Learning/ Community Engagement Coordinator.

Minimum Qualifications Required

- Creativity- You know how to engage stakeholders through on social media and activities to keep them interested in a project
- Good Public Speaking Skills- You are able to communicate your ideas with passion and professionalism
- Group Facilitation Ability- You are able to lead a group towards solutions and decisions effectively
- Excellent time-management- You are able to prioritize and get things done

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- Knowledge of the campus and its resources
- Must maintain a minimum CGPA of 2.0 while employed with CSE
- Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
- Be legally able to work in Canada.
- The incumbent must be available for the training at the end of August.

Contract Period

Fall Term: The end of August, 2019 and concluding in April 2020.

****Exact dates to be confirmed at the time of an offer.**

Remuneration

- \$14 - \$16/ hour
- 5 – 15 hours per week during the 2019/20 Fall/Winter terms

Interested and qualified candidates will be able to submit applications between January 7, 2019 and February 8th at 12 noon.