



POSITION: *COMMUNITY ENGAGEMENT COORDINATOR*

LOCATION: 102-3 CONCORDE GATE, TORONTO, ON M3C 3N7

ORGANIZATION MISSION:

If you are passionate about building healthy communities through sport and physical activity, we want to meet you!

SPORT4ONTARIO is a not-for-profit, nonpartisan organization dedicated to the promotion of sport and physical activity in Ontario. We provide the collaborative environment, knowledge and resources to build capacity and leadership in the Ontario sport sector.

PURPOSE OF POSITION:

The Community Engagement Coordinator, under the supervision of the Project Manager will assist in building the capacity for service providers to bring sport and physical activity opportunities to under-served communities across the GTA. The focus will be on outreach and relationship building as well as development of workshops, webinars, and online presence.

TYPE OF POSITION: Summer Student

Term: June 27 to August 19, 2015

DUTIES and RESPONSIBILITIES include but are not limited to those outlined below:

Community Outreach

- Planning and facilitation of the student intern networking, professional development, feedback and evaluation program
- Planning and facilitation of networking events for the Ontario amateur sport sector
- Planning and facilitation of sport programming for under-served communities in Toronto
- Contribute to existing SPORT4ONTARIO projects and programmes
- Design and create content for a diversity and sport tool-kit
- Create content for the SPORT4ALL web site, including digital storytelling, social media networks
- Provide administrative support
- Perform other duties as assigned

EDUCATION, QUALIFICATIONS and EXPERIENCE:

- Post-secondary students preferred
- Have an interest in promoting sport and physical activity
- Possess some knowledge of community development

- Demonstrated oral and written communication skills
- Be neat in appearance, punctual and professional in attitude
- Work completed must be thorough with attention to detail
- Excellent organizational & time management skills
- Proficient with Word, Excel, Outlook, Powerpoint
- Demonstrated ability to work unsupervised
- Demonstrated ability to handle multiple tasks and projects
- Digital media skills such as social media, graphic design and video editing considered an asset
- Preference for candidate who has significant familiarity/knowledge about the Flemingdon or Thorncliffe Park neighbourhoods

Additional Eligibility Criteria:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- (f) is legally entitled to work according to the relevant provincial /territorial legislation and regulations.

Compensation: \$12.00 per hour / 35 hrs a week

To apply, please forward your resume and cover letter *electronically* (maximum 3 pages) by 11:59PM on June 17, 2016 to:

Christopher Lowcock
info@sport4ontario.ca

SPORT4ONTARIO is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.

SPORT4ONTARIO gratefully acknowledges the contribution of the Government of Canada for making this employment opportunity possible.