



POSITION: *COMMUNITY ENGAGEMENT ASSISTANT*

LOCATION: 102-3 Concorde Gate, Toronto, ON M3C 3N7

ORGANIZATION MISSION:

Passionate about building healthy communities through sport and physical activity? Then 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 Assistant will assist in building capacity for service providers that offer sport and physical activity opportunities to under-served communities across the GTA. The focus will be on outreach and relationship building as well as enhancement of SPORT4ONTARIO's online presence.

TYPE OF POSITION: Summer Student

Term: July 6 to August 28, 2015
30 Hours/Week

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

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

EDUCATION, QUALIFICATIONS and EXPERIENCE:

- Have an interest in promoting sport and physical activity
- Possess some knowledge of community development
- Demonstrated oral and written communication skills
- 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 videography considered key assets
- Preference for candidate who has significant familiarity/knowledge of the Flemingdon or Thorncliffe Park neighbourhoods

Eligibility Criteria:

Please note: All eligibility criteria must be met in order to be considered for this position

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

Compensation: \$12.00 per hour / 30 hours a week

To apply, please forward your resume and cover letter *electronically* (maximum 3 pages) by 5:00 PM on July 2, 2015 to: hire@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.