



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Youth Studio Assistant Trainee

Classification: Contract Full-time (Ending March 31, 2020) Rate: \$18.00
Hours: 35 hrs/wk. Location: 655 Bloor Street W.

Position Summary

Under the direction of the Assistant Supervisor of Youth Services, the Youth Studio Assistant Trainee will:

- Assist the Arts Program Coordinator with the daily opening and closing of the arts studio
- Support the Arts Program Coordinator in delivery and facilitation of workshops and programming
- Develop program outlines and lesson plans for new workshops
- Assist the Arts Program Coordinator with daily administrative tasks including but not limited to financial processing and monitoring, correspondence with program participants and community partners, other NYRC and NCFST tasks as needed
- Clean and organize the art studio on a daily basis
- Monitor and record inventory of incoming and outgoing supplies and materials for specific programming and open studio
- Assisting with daily duties in the studio including printing, monitoring social media and daily sign in by youth
- Assisting in the setup and takedown of equipment and materials for programming and offsite events
- Photographing artworks and storing them in a digital database
- Documenting works done by 7th Generation Image Makers and organizing digital database
- Represent 7th GIM and NCFST at meetings, offsite events and art openings determined by the Arts Program Coordinator
- Other duties as assigned.

What we are looking for:

- Must be registered with Miziwe Biik Aboriginal Employment and Training, and working with an Employment Counsellor;
- High School Diploma;
- Must pass a police record check (Vulnerable Sector);
- Computer skills (Word, Excel, Outlook);
- High literacy in Indigenous Cultures, Urban Indigenous issues, and understand the unique dynamics that exist within the First Nations, Inuit, and Métis cultures;
- Written and Oral Communication skills;
- Organizational skills, ability to multitask, initiative and respect for confidentiality provide you with unique characteristics that will bring success in this position;
- Art teaching experience or experience in a community-engaged Arts program considered an asset;
- Some exposure to Adobe, Media arts, Mural arts, and/or traditional crafts considered an asset;
- Knowledge of the Indigenous visual arts and history;
- Curatorial & exhibition experience considered an asset;
- Entrepreneurial interest;
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships;
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation; and
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before **April 26, 2019** to hrcfst@nativechild.org quoting reference number **#19-04-08**.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

