

Outreach Coordinator Trainee

Youth Assisting Youth (YAY) is seeking an Indigenous/First Nations individual who is a self-starter with initiative who enjoys working in a fast-paced environment. As an Outreach Coordinator, you will use your superior communication and networking skills to build successful partnerships with community organizations in the GTA and York Region to increase the overall number of at risk and newcomer children referred to the agency's Peer Mentoring Program.

PLEASE NOTE: DUE TO FUNDING RESTRICTIONS ONLY APPLICANTS WHO ARE INDIGENOUS/FIRST NATIONS AND ARE REGISTERED AND WORKING WITH AN EMPLOYMENT COUNSELLOR AT MIZIWE BIIK ABORIGINAL EMPLOYMENT AND TRAINING WILL BE ELIGIBLE TO APPLY FOR THIS POSITION.

QUALIFICATIONS - PREFERENCE WILL BE GIVEN TO CANDIDATES WHO:

- Are a registered client with Miziwe Biik Aboriginal Employment and Training to be eligible for consideration
- Have post-secondary education in Community Services / Community Outreach and/or equivalent work experience in child and youth services
- Have a demonstrated knowledge of community outreach and newcomer services organizations and knowledge of issues related to New Canadians
- Are able to network with and facilitate presentations to community organizations
- Are able to communicate effectively (verbal and written) in English
- Can demonstrate Proficiency in Microsoft Office applications; including Word, Outlook, Excel, Google, database management,
- Have solid knowledge of and ability to use social media (Facebook, Twitter, Instagram, Pinterest, etc.)
- Have a current First Aid and CPR certificate or is willing to get same
- Preference will be given to individuals with a valid Ontario class "G" driver's license and who have access to an insured vehicle
- Are willing to submit to a Police Criminal Reference and Vulnerable Screen Check
- Are able to work some evenings and occasional weekends

RESPONSIBILITIES:

- The primary responsibility will be to bring in new referrals of newcomer and at risk children for the agency's One to One Peer Mentoring program in order that waiting volunteers can be matched quickly.
- Secondary to this is to increase the number of suitable volunteers for the waiting pre-match children in Toronto and York Region in order that these children can be quickly matched
- Develop and execute a proactive newcomer children referral and volunteer mentor recruitment strategy
- Actively network with newcomer service organizations in the community to facilitate referrals of children where there are existing volunteers
- Develop long-lasting links with ethno-specific groups who have a high population of newcomers for the purpose of promoting YAY's services, building new partnerships and generating new client referrals
- Facilitate community and school outreach presentations and engage in communication with parents, parent groups and organizations with a strong focus on newcomer communities

COMPENSATION

This is a One Year Contract position for 35 hours per week from April 1, 2020 to March 31, 2021. The wage is \$22 per hour and is subject to government funding. This position includes evening and occasional weekend work and requires being available for YAY events. Access to the Youth Assisting Youth office is easily available by TTC as it is located adjacent to the Yonge-Finch subway and opposite the Finch Bus Terminal.

How to Apply

If you are interested in joining a dynamic team of highly qualified professionals at Youth Assisting Youth who are dedicated to positively impacting the lives of children and youth, please forward your resume with a cover letter to: John van Rhee, Director of Programs & Client Services by email to: jvanrhee@yay.org or by fax to: 416-932-1924. We thank all applicants for their interest but only those selected for interviews will be contacted.