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## Sistering – A Woman's Place

### JOB POSTING

<b>Position:</b>	<b>Community Engagement Assistant</b>
<b>Term:</b>	<b>(8 weeks) Full Time</b>
<b>Reports to:</b>	<b>Spun Administrator and Community Engagement Associate</b>
<b>Hours:</b>	<b>35 hours per week including some evenings and weekends</b>
<b>Location:</b>	<b>962 Bloor St W or remote</b>
<b>Posting Date:</b>	<b>June 15, 2020</b>
<b>Application Review:</b>	<b>Ongoing</b>
<b>Application Deadline:</b>	<b>June 22, 2020</b>

Sistering is a multi-service agency which offers practical and emotional support to women and trans people facing a variety of challenging life circumstances, including poverty, homelessness, social isolation, mental health and trauma histories.

#### **Our Vision**

Sistering envisions a world where all women and trans people, in all our diversity, are valued; a world where we are safe and supported, treated with dignity, and given the respect we deserve. When opportunities are just and equitable, we can live life on our own terms.

#### **Our Mission**

Our goal is to create a safe, non-judgmental space for women and trans people who are socially isolated, poor, homeless or precariously housed. Guided by principles of Anti-Oppression and Anti-Racism, Sistering works to change the social conditions that endanger women and trans people's welfare.

#### **What We Do**

Sistering's programs include a low-barrier 24/7 Drop In, Housing and Case Support, Harm Reduction, Peer Outreach, On the Path to Employment and Spun Studio social enterprise, and individual and systemic advocacy.

#### **How We Do It**

Sistering operates on a trauma-informed and relationship-based model and our harm reduction philosophy is a core element of all the work we do: we are here to respond to participants' needs, where they are at, in the moment, to support participants to learn how to reduce harm and/or increase safety. And we recognize that their lives have meaning and value.

## **Position Summary**

The Community Engagement Assistant's main responsibility will be to support the Spun Administrator and the Community Engagement Associate. This will include organizing recreational, social, cultural, and craft activities and events for Sistering participants including the Sistering Community Garden with direction from the supervisor. The employee will also support data collection and tracking as well as supporting volunteers and community partners. This position falls under the Canada Summer Jobs Program and applicants must be below 30 years of age and legally eligible to work in Canada.

## **Responsibilities:**

- Provide support in all areas of work for the Spun Studio and Community Engagement team
- Organize recreational, social, cultural and craft activities for Sistering participants with supervisor's direction
- Assist in the activities and events for Sistering Community Garden
- Support tracking and collection of data
- Provide innovative ideas and plans for organizing various events for participants
- Support volunteers and community partners
- Other duties as assigned

## **Qualifications:**

- Strong communication skills, both written and oral, and ability to build effective relationships with participants, team members and community partners
- Understanding of (and experience working in) programs serving women with complex intersecting needs including homelessness, mental health issues, addictions and histories of trauma
- Ability to learn quickly and work in a fast paced environment
- Ability to actively engage and involve with community partners, participants and volunteers
- Creative and innovative approach towards organizing of events and recreational activities
- Strong organization, attention to detail and time management skills
- Proficient with Microsoft Office Suite, Salesforce and knowledge of client management database
- Maintain a strong sense of confidentiality
- Additional languages besides English an asset

## **Work Conditions:**

The Communications Assistant works in the office and community with external accompaniments. There may be the risk of exposure to potentially unpredictable behaviours and situations. Sistering is a 24/7 operation. This work environment is a pet friendly facility and employees will be expected to be in the proximity of animals.

**Compensation: \$15 per hour**

We are an equal opportunity employer who values diverse lived experience. We welcome applications from individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code.

If you are contacted by Sistering regarding a job opportunity and need accommodation throughout the hiring process, please contact [humanresource@sistering.org](mailto:humanresource@sistering.org).

**To apply, please send your resume and a cover letter to: [humanresource@sistering.org](mailto:humanresource@sistering.org)**

**Subject: Community Engagement Assistant (Summer Student)**