



Communication and Outreach Lead- Helping Hands

Term: 1 (one)-year contract with possibility of extension

Time commitment: Approximately 35 (thirty five) hours per week

Salary range: To be determined

Work environment: Hybrid position based in Toronto/Mississauga

Application deadline: **April 28, 2023.** *Please note that we are actively seeking qualified candidates for this position and may fill the role before the application deadline. Therefore, we encourage all interested and qualified individuals to submit their applications as soon as possible.*

Additional information: *This position is open to all and we welcome applicants from all backgrounds, including those who identify as Black. Our organization values diversity and encourages candidates with a range of experiences and perspectives to apply. We are committed to creating a welcoming and inclusive environment for all of our employees. We strongly encourage applications from candidates who share lived experiences with the youth we serve!*

About Helping Hands

Helping Hands is a youth-led nonprofit that creates civic engagement and career development opportunities for low-income, newcomer, and racialized youth. We help young people find volunteer opportunities at organizations aligned with their interests and skills. We also peer mentor, run workshops teaching employable skills, help students start community projects, and more!

We are seeking a qualified, passionate individual to join our organization as a Communication and Outreach Lead.

About the position

Over the past several months, hundreds of students have signed up for Helping Hands' services. As a Communication and Outreach Lead, you will act as a bridge between Helping Hands and community members, organizations, and stakeholders. You will help reach out to community organizations online and through in-person activities. This position allows you to take charge and help shape a young organization. It will be a mix of remote/office/fieldwork. We are looking for a go-getter with excellent time management skills.

What you'll be doing

- Conduct community outreach to foster relationships with community services for our target markets, schools, and other potential people youth to market our services.
- Support in creating content for student workshops for target youth (all youth, especially those with disabilities, newcomers to Canada (including Syrian Refugees), those that identify as Indigenous, visible minorities, those that are at-risk, homeless, or street-involved)
- Develop and implement outreach programs that engage with community members and increase awareness of the organization's services, programs, and activities.

- Create social media posts and other resources to reach out to youth while developing marketing and promotional materials, such as flyers, brochures, and newsletters, to promote the organization's programs and services.
- Collaborate with other departments to develop effective communication strategies that reach the community.
- Conduct research and analyze data to identify community needs and develop programs that meet those needs.
- Provide training and support to staff and volunteers to enhance their community engagement skills.
- Maintain records of community engagement activities and prepare reports on the effectiveness of outreach programs.

Qualifications

- **Community-minded:** You have a deep understanding of the communities we serve and the ability to engage young people respectfully and equitably. You have experience applying anti-oppressive and anti-racist principles to your work.
- **Familiarity with the education system:** You are familiar with the Ontario secondary school curriculum and the experiences of newcomer and racialized students in the education system.
- **Communication:** You are a thoughtful, confident communicator with strong verbal and written communication skills. You are comfortable working with participants and community members of varying ages, identities, and experiences.

TO APPLY

Email a copy of your resume and cover letter to team@helpinghandsapp.com and include “**Communication and Outreach Lead**” in the subject line.

Please let us know if you require accommodations for different needs or abilities during the application process so we can ensure the process is inclusive for all applicants.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.