



Job Posting

**Mennonite New Life Centre of Toronto
Toronto ON**

Position Title: **Outreach Assistant**

Status: **Contract; 8 weeks @ 30 hours per week**

Level: **Entry**

Salary/Rate: **\$11.40 per hour**

Reporting: **Outreach and Communications Coordinator**

Application Deadline: **Fri. June 2nd, 2017**

The Mennonite New Life Centre of Toronto (MNLCT) is a vibrant community serving agency for newcomers to Canada. Our mission is to facilitate newcomer settlement and integration through holistic services and community engagement, carried out within a gender justice and anti-oppression framework.

The Outreach Assistant role is a unique opportunity for a university or college level student to experience outreach and communications tasks within a non-profit setting. This Canada Summer Jobs role at MNLCT will require an innovative, energetic and welcoming approach to engaging and working collaboratively with internal and external stakeholders within the settlement and mental health sector. This role will focus on outreach, branding and event coordination for key programs and provide day-to-day support to the Outreach and Communications Coordinator. The successful candidate is adaptable and will prefer variety in their work. S/he will have the above average communications skills, the ability to work in a team environment, can follow and take direction and has sound marketing and communications knowledge.

This position is funded through the Canada Summer Jobs Program and only eligible applicants will be able to apply. Eligibility requirements include the following:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act²; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Frequent travel between all three MNLCT sites (Greater Toronto Area) and community events will be required.

Responsibilities and Qualifications:

- Working towards a degree in marketing, communication or related field and one year of related experience;
- Exceptional and persuasive writing skills;
- Excellent verbal communications skills and a demonstrated ability to represent a mission with passion;
- Support the creation, editing and production of meaningful content for presentations, reports, website, social media and marketing communication campaigns;
- Demonstrate creativity and innovation in leveraging social media and integrating its use for engagement and outreach efforts in support of goals and objectives;
- Support the redesign of the MNLCT website, including researching, evaluating, and installing WordPress themes and templates and writing and coordinating content updates;
- Develop and organize branding supports such as email signatures, letterhead templates, and image repositories, and support Centre staff with implementation of branding initiatives;
- Support the organization of MNLCT events; attend outreach events and connect with organizations within the community to promote MNLCT programs and services;
- Strong organizational, planning and time management skills
- Capacity to work in a self-directed manner, establish priorities and adhere to strict deadlines;
- Fluent in English with second language ability is an asset
- Flexible to work occasional evenings and weekend hours
- Excellent computer skills; familiarity with WordPress, SharePoint, and image editing software.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage residents from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.

Please note that only candidates to be interviewed will be contacted.

Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org. Please quote reference # OA052017 in the subject heading of your application.

For more information about the Mennonite New Life Centre visit www.mnlct.org.