



## JOB POSTING

POSITION: COMMUNITY PROGRAMS ASSISTANT

### **ABOUT US**

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

### **POSITION**

Safe City Mississauga is seeking a Community Programs Assistant. The successful candidate will be responsible for supporting the implementation and delivery of Safe City Mississauga's programs, campaigns, and events, as well supporting the execution of program evaluation tools and the collection of program evaluation data. Furthermore, the Community Program Assistant will assist in the promotion of Safe City Mississauga at various events. The Community Programs Assistant will provide site coordinating or tutoring, as a part of the Aspire program, to children and youth living in underserved areas of Mississauga. The Community Programs Assistant will be responsible for creating a promotional video for Safe City Mississauga. The Community Programs Assistant will report directly to the Community Services Manager.

### **TERMS**

- Status: Seasonal fixed-term contract
- Hours of work: 35 hour work week.
- Duration of Contract: July 9, 2018 to August 31, 2018
- Compensation: \$14.00/hour (paid statutory holidays; unpaid sick time)
- Location: Mississauga, Ontario with travel throughout the Peel Region and surrounding GTA.
- Police background check to be conducted prior to extending an offer.
- CPR and First Aid Certification an asset.

2018 Canada Summer Jobs Grant, to be eligible, students must:

- Be between 15 and 30 years of age at the start of employment.
- Registered as a full-time student during the preceding academic year.
- Intend to return to school on a full-time basis during the next academic year.
- Be a student in a post-secondary program.
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been confirmed under the Canada Immigration and Refugee Act.
- Be legally entitled to work according to the relevant Ontario legislation and regulations.

### **QUALIFICATIONS AND SKILLS**

<i>Qualifications</i>	
Education	<ul style="list-style-type: none"> <li>• Student currently completing a Degree or Diploma in a relevant discipline (e.g. social work; education; recreation; child and youth services; community development; criminology; leadership studies etc.)</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• An academic understanding of the causes and effects of crime an asset.</li> </ul>

	<ul style="list-style-type: none"> <li>• A practical understanding of program and project delivery.</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience working with children and youth.</li> <li>• Experience in the non-profit sector an asset.</li> <li>• Experience assisting in promotion and marketing.</li> <li>• Experience in creating promotional videos/ marketing campaigns.</li> <li>• Experience working independently and/or in a team setting.</li> <li>• Office administration experience.</li> </ul>
<b>Competencies/ Skills</b>	
Management / Coordination	<ul style="list-style-type: none"> <li>• Coordinates and prioritizes tasks appropriately for program delivery.</li> <li>• Responds to requests for information in a timely manner.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Ability to express oneself and communicate with others verbally and through writing.</li> <li>• Ability to work collaboratively and build relationships.</li> <li>• Ability to form meaningful relationships with individuals and groups within a diverse community context.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Experience in Microsoft Office (Word, Excel, Prezi, and Google Docs) an asset.</li> </ul>
Organizational/ Time Management	<ul style="list-style-type: none"> <li>• Strong planning, organization, and time management skills sufficient to prioritize role deliverables and meet deadlines.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• Anticipates, identifies, and defines problems.</li> <li>• Seeks root causes.</li> <li>• Develops and implements practical and timely solutions.</li> </ul>
Accuracy	<ul style="list-style-type: none"> <li>• Ability to process information with high levels of accuracy</li> </ul>
Interpersonal	<ul style="list-style-type: none"> <li>• Demonstrates strong leadership skills.</li> <li>• Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude.</li> <li>• Can handle competing multiple priorities.</li> <li>• Personable and approachable.</li> <li>• Well-spoken and communicates with tact and empathy.</li> <li>• Displays flexibility and resiliency in a changing environment.</li> </ul>

## **TO APPLY**

Please send your electronic application to [hr@safecitymississauga.on.ca](mailto:hr@safecitymississauga.on.ca) by 4:30pm on Monday, July 2<sup>nd</sup>, 2018. Applications received after this time will not be considered.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your curriculum vitae/ resume, (c) and a list of three references.

We thank all applicants, however, only candidates selected for an interview will be contacted. This position is not eligible for relocation assistance. No agencies and no phone calls, please. Nothing in this posting should be construed as an offer or a guarantee of employment. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.