

Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: Family & Wellness
Program/Project: Youth Services	Position Title: Media Specialist
Location and Hours of Work: TNO sites and offsite 35 hours per week	Position Type: Full-Time
Expected Start date: ASAP	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thornccliffe Neighbourhood Office*) is a community-based multicultural, multi-service agency, which offers a wide range of programs at our four hub locations: Thornccliffe Park, Flemington Park, Crescent Town Club, and St. James Town Community Corner. We strengthen quality of life through services, engagement, partnerships, and advocacy.

TNO is actively searching for a **Media Specialist** to join the Youth Services team.

Program Summary:

TNO believes that young people are the leaders of their own lives and with supportive, caring adults to help guide them, they will excel through their individual life journey. TNO's Youth program is created and guided by young people's voices and centred around the health and wellbeing of Youth. The focus of the program is Leadership, Wellness, Empowerment, and Success with programming to support physical & mental wellness, education, employment, creativity and more through a strength based, anti-oppression, Harm Reduction approach.

Position Summary:

In collaboration with the Flemo City Media facility and brand, the Media Specialist will focus on introducing and developing youth passion and of learning, developing and creating through all forms of media expression. The ideal candidate will live and breathe all things media, have the ability to bring, teach, facilitate and generate ideas with youth and is constantly exploring new trends and advances with the goal of sharing and teaching others.

Main Tasks & Responsibilities:

- Lead and manage all pieces of this portfolio from program design & implementation, to communication, reporting and statistical tracking.
- Work collaboratively with youth and team members to co-create and implement programming and activities that address their identified needs and support youth defined goals including community development activities as identified with you.
- On a rotational basis, lead drop-in (virtually and in-person) for current and new clients to talk, ask questions, obtain resources and connect.
- Support and create programming for TNO Camps
- Foster an environment that is respectful, inclusive and welcoming by working collaborative, facilitating discussion, practicing active listening and developing mutual understand with youth.
- Identify emerging community issues, service gaps and opportunities for action to build on community capacity.
- Proactively conduct outreach and engage young people in a variety of settings across the community.
- Organize and participate in public education seminars, workshops, groups and training for youth, parents and service providers.
- Enter and maintain client and case management information into required database(s).
- Maintain required program records and submit required weekly and monthly reports and as requested by the management of the agency; maintain nuanced records for youth in order to identify development, needs and provide specialized support.
- Ensure security and confidentiality of all records
- Collaborate with team members and partners on youth and community projects.
- Actively participate in program's community development activities including advocacy, outreach, community engagement and empowerment activities.

Qualifications and Experience Required:

- Post-secondary Diploma/Certificate preferably in Social Services, Media, Film & TV studies, Social Media, Education or related program or equivalent experience.
- Minimum three years of related experience in youth outreach strategies, program facilitation, and providing frontline services to youth.
- Proven track record of developing and implementing youth-led and youth-informed programming from budget and timeline outline to program overview and outreach plans.
- Demonstrated awareness of issues shaping youth culture and the youth experience.
- Experiencing with youth mentorship, de-escalation, harm reduction and conflict resolution.
- Experience providing client-centred case management.
- Experience working with low-income, multi-racial and multi-lingual newcomer communities.
- Experience working from an integrated anti-oppression, LGBTQ+ positive framework.
- Experience working from a gendered lens, and from a Harm Reduction and Trauma Informed approach
- Experience working virtually and strong knowledge of navigating the different platforms used by young people.
- Excellent communication skills, both written and verbal in English, and additional language is an asset.
- Excellent interpersonal skills and experience liaising with community professionals.
- Excellent organizational and coordination skills to respond to fluctuating workloads and respond immediately in crisis situations.
- Excellent facilitation skills.
- Proficiency with MS Office, databases, designing flyers and presentations and using other office-related equipment.

Working Conditions

Hours of Work - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM. Some weekend and evening work will be required as decided by program requirements.

Location - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

First Aid & CPR certification are required to be maintained throughout employment.

Hiring Conditions

Vaccination Requirement – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

Screening - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

How to apply

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by**:

5:00PM November 24th, 2021 for Internal Candidates.

5:00PM December 3, 2021 for External Candidates.

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

We thank all applicants for their interest but only those selected for further consideration will be contacted.

For more information visit: <http://www.tno-toronto.org>