

## **Youth Worker – Multi-Media Specialist**

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking one **Youth Worker – Multi-Media Specialist** for to join our team in a **part time contract** role until **March 31, 2025**. TNO is a great place to work and we make a difference in the communities we serve.

The Youth Worker – Multi-Media Specialist will work with the Flemo City Media facility to teach, facilitate, and innovate with youth, staying up-to-date with new media trends. Qualifications include **a post-secondary diploma/certificate in Social Services, Media, Film & TV studies, or a related field, or equivalent experience. Proficiency with Adobe Suite and media equipment, and experience managing social media for organizations** is crucial. **A minimum of three years in youth outreach, program facilitation, and frontline services** is required, along with a proven track record in youth-led programming, awareness of youth culture issues, and skills in mentorship, de-escalation, harm reduction, and conflict resolution. Experience with low-income, multi-racial, and multi-lingual communities, as well as an anti-oppression, LGBTQ+ positive framework, is essential. Excellent communication, interpersonal, organizational, coordination, and facilitation skills are a must.

## **DUTIES & RESPONSIBILITIES**

- Distribute/record mail in/out
- Provide professional service to clients in person and on the phone
- Order and distribute office supplies. Fax/photocopy
- Direct clients to appropriate programs/staff
- Provide support for new clients in explaining and completing intake
- Lead drop-in sessions (both virtually and in-person) for current and new clients to provide support, resources, and connections.
- Support and create programming for TNO Holiday & Summer Camps.
- Foster a respectful, inclusive, and welcoming environment by facilitating discussions, practicing active listening, and developing mutual understanding with youth.
- Enter and maintain client and case management information
- Maintain nuanced records for youth to identify development needs and provide specialized support.
- Maintain required program records and submit required weekly and monthly reports as requested by management.
- Create and facilitate media programs for youth.
- Manage the TNO's Youth Social Media, Newsletter, and YouTube page.
- Train youth ambassadors and volunteers.

- Collaborate on youth and community projects with team members and partners.
- Deliver weekly status updates and reports to the Youth Coordinator.
- Support for multimedia and youth recreational programs.
- Identify emerging community issues, service gaps, and opportunities for action to build community capacity.
- Actively participate in the program's community development activities, including advocacy, outreach, community engagement, and empowerment activities.
- Lead and manage all aspects of the portfolio, including program design, implementation, communication, reporting, and statistical tracking.
- Work collaboratively with youth and team members to co-create and implement programming and activities.
- Organize and participate in public education seminars, workshops, groups, and training for youth, parents, and service providers.
- Maintain required program records, submit reports, and ensure the security and confidentiality of all records.
- Support TNO outreach activities and proactively conduct outreach

**Vaccination Requirement** – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

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

**Job Type:** Part-time contract position until March 31, 2025

**Work Location(s):** 45 Overlea Blvd., Toronto, ON M4H 1C3, 29 St Dennis Dr, North York. ON M3C 3J3 or other TNO locations

**Schedule:** 20 hours per week (Contract Part-Time)

**Benefits:**

- Employee Assistance Program (EAP)
- Social activities organized by the organization
- Public transportation nearby

**Application Process:** Please submit your to [recruitment@tno-toronto.org](mailto:recruitment@tno-toronto.org) with the subject line “Application for Youth Worker”. We thank all applicants for their interest, but only those selected for further consideration will be contacted.

*TNO 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. TNO 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 let us know. We thank all applicants for their interest but only those selected for further consideration will be contacted.*