



POSITION TITLE: Placement Student - Programs Assistant

DETAILS: September to April or May to August

Organization Description:

For Youth Initiative is a non-profit organization that has served, inspired and advocated for thousands of teens and young adults in York South-Weston since 1995. Our multi-service agency provides year-round programs and services to local youth to meet their needs and empower them to reach their full potential.

Every young person's journey is unique and their needs are too. Our case management model meets young people where they are and helps them get to where they want to be. Our programs and services are designed to support youth to graduate high school, enroll in post-secondary education, gain employment and prepare for adulthood.

Main Tasks & Responsibilities

- Support the program by performing administrative tasks such as data tracking, filing, reporting, scheduling etc.
- Support the development of an outreach strategy with the goals of increasing FYI's community presence and partnerships and recruiting additional participants from diverse social backgrounds for FYI programs
- Design and create youth-friendly promotional materials
- Connect with other community and youth organizations in York-South Weston
- Distribute outreach materials to youths in FYI's catchment area (TCHC buildings, shelters, community spaces, parks, recreation programs/centers, libraries, major intersections, bus stops, and local businesses)
- Create and implement a social media outreach strategy
- Use online resources to update FYI participants and other youth about upcoming programs and opportunities
- Complete forms to report on outreach activities
- Support FYI youth programs
- Program intake, preparation and clean up
- Support staff in planning program activities
- Facilitate and participate in youth programs as needed
- Plan and organize weekly community meetings, events, and forums
- Research and share information about community events and workshops that youth from FYI can attend



- Stay up to date on community and social issues relevant to youth & to youth workers (i.e. government bills or policies, critical incidents/violence in the community, youth justice)
- Support various programs at FYI as needed
- Other duties as assigned

Required Qualifications

Desired Level of Education of the student: Post-Secondary (Community College, CEGEP, Technical Institute, University)

Working Conditions

- Hours of work: 10:30 am-6:30 pm
- Location: Works from FYI, 1652 Keele Street, and may be required to work from other locations based on funders or programs changing requirements

How to apply:

Please send your cover letter, resume, and three professional references within one document in Microsoft Word or PDF format by mail or e-mail to:

ATTENTION: Hiring Committee
1652 Keele Street
Toronto, Ontario
M6M 3W3
Email: hr@foryouth.ca

For Youth Initiative is committed to employment equity initiatives. We encourage residents of York-South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBT and disabled community groups to apply and self-identify.

If accommodation is required during the hiring process, please advise at the time of application or contact the HR Coordinator. If you are selected, you will receive the HR Coordinator's contact info.

NO PHONE CALL PLEASE!