






CANADA YOUTH JOBS POSITION POSTING

POSITION:	Public Education Worker Student – Richmond Hill
NUMBER OF POSITIONS:	1 Position (May-August, 16 weeks)
POSITION REPORTS TO:	Direct Services Supervisor
HOURS OF WORK:	Five days per week
STARTING DATE:	May 6, 2024
AGE:	15-30 years of age as per Canada Job Requirements
WORK SITE:	Hybrid

About Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, transitional housing, and supportive counselling to abused women and their children in York Region. Services are provided within a supportive environment that facilitates empowerment to help women and their children rebuild their lives.

52 West Beaver Creek Rd., Unit 4, Richmond Hill, ON L4B 1L9
Crisis & Support Line (phone or text): **1-800-263-3247**
Administration: **905-709-0900** • Toll Free: **1-800-263-2231**
Charitable Registration Number: **11910 5187 RR0001**
www.yellowbrickhouse.org     @yellowbrckhouse



SUMMARY OF POSITION:

The Public Education Worker Student will assist in running the Public Education program, aiming to address the important societal issue of gender-based violence and abuse. This position is centered around teaching about healthy relationships and providing information about resources.

RESPONSIBILITIES:

- Provide assistance to the Public Education and Outreach teams in co-ordinating, scheduling and delivering Public Education workshops internally and within the community.
- Administer research pertaining to fostering safe schools and communities as per your supervisor.
- Assist the public education co-ordinators in supporting all aspects of providing workshops and presentations on-line and/or in person.
- Manage administrative tasks related to workshop organization and documentation.
- Maintain open communication with Public Education Coordinator and Team.
- Potentially assisting in material delivery.
- Other duties as required.
- Some weekend and evening hours may apply.

QUALIFICATIONS:

- Must be able to satisfy requirements for the Canada Summer Jobs Program
- Enrolled in Education, Communications, or Social Work Program, or equivalent.
- A police reference check is required by the successful candidate prior to hiring.
- Proficiency with Microsoft Office and database applications.
- Familiar and comfortable with technology-assisted platforms, specifically video conferencing, MS Teams, Zoom, etc.
- Valid Driver's License and confirmation of \$1M liability insurance with access to vehicle. Travel is required throughout York region.
- All staff are required to be fully vaccinated and provide copy of the vaccination upon hire.
- Additional languages considered an asset.

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COMPETENCIES:

- Excellent organizational effectiveness skills.
- Outstanding communication ability (Written and Verbal).
- Well-organized with multi-tasking skills.
- Prior knowledge on abuse, domestic violence, and healthy relationships.
- Able to handle stress.
- Presentation and Interpersonal Skills.
- Strong Advocacy and Public Speaking Skills.

HOW TO APPLY:

Please submit a resume and cover letter outlining your qualifications and relevant experience to: jobs@yellowbrickhouse.org

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.

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