



Community Events & Awareness Assistant
Contract, Full-time, Temporary summer youth position
This role is filling a Canada Summer Jobs Position

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

SUMMARY OF POSITION:

The Community Events & Awareness Assistant supports Yellow Brick House in engaging the community, raising awareness about gender-based violence, and coordinating events and outreach. This includes helping plan and run signature events (Break the Silence Walk, Charity Classic Golf Tournament), and participating community festivals.

RESPONSIBILITIES:

Event & Outreach Support

- Assist with planning and logistics for community outreach booths, cultural festivals, and community education events.
- Support the execution of Yellow Brick House fundraising events and campaigns.
- Coordinate materials, supplies, and volunteer support for community and corporate engagement days.
- Represent Yellow Brick House at events, supporting awareness and resource distribution.

Communications & Digital Content

- Help develop social media posts, videos, digital newsletters, and website updates.
- Capture photos and stories from events to highlight impact and engagement.
- Assist with branding, signage, and digital content for awareness campaigns.

Community & Cultural Engagement

- Assist with building relationships with cultural, newcomer, youth, LGBTQ2S+ and community partners.
- Help develop accessible and multilingual outreach materials.
- Support newcomer-focused resources and culturally inclusive education efforts.

Administrative, Volunteer & Donation Support

- Maintain event databases, track engagement metrics, and support donor and sponsor communications
- Assist with outreach email lists, contact spreadsheets, and post-event follow-up
- Assists with maintenance tasks for corporate volunteer groups under supervision (garden clean-ups, community-safe landscaping, etc.).
- Assist with donation sorting, inventory organization, and preparation of kits for women and children (e.g., hygiene kits, comfort kits, newcomer welcome kits).
- Support scheduling and coordination of volunteers at events and warehouse.

QUALIFICATIONS:

- Enrolled in Business, Event Management, or Hospitality program or equivalent is preferred.
- 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, (Canva, Google Workspace, Microsoft Office)
- Additional languages considered an asset.

COMPETENCIES:

- Proven experience in event planning or coordination is considered an asset.
 - Experience with online fundraising platforms is an asset.
 - Time management, meeting tight deadlines.
 - Outstanding communication ability (Written and Verbal).
 - Well organized, managing multiple tasks at once.
 - Able to handle stress and remain calm.
 - Strong presentation and Interpersonal Skills
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Compensation: The compensation for the position is \$19.00

Hours of Work: Monday to Friday, 9am-4:30pm, Onsite in Richmond Hill.

Contract Dates: May 4th – August 21st, 2026

How to Apply: Please send your résumé and cover letter to jobs@yellowbrickhouse.org

Applicants must be between 15–30 years of age at the start of employment, in accordance with funding requirements under the Canada Summer Jobs program.

Accommodation

Yellow Brick House is an equal opportunity employer dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers always seek to hire the most qualified candidate for a position. A protected characteristic under the *Human Rights Code* is never used against a person during the hiring process.

Use of Artificial Intelligence and Automated Tools

Yellow Brick House values fairness and transparency in our hiring process. We may use automated or AI-supported tools to assist with application screening; however, all final hiring decisions are made by a human reviewer. Applicant information is handled with care and in accordance with privacy requirements