



Public Education Assistant

Contract, Full-time, Temporary summer youth position (Hybrid)

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 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 coordinating, 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 coordinator 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.
- Additional languages considered an asset.

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
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Compensation: The compensation for the position is \$19.00

Hours of Work: Monday to Friday, 9am-4:30pm, Hybrid 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