

Posting #23-03x

Summer Indigenous and Teen Outreach Assistant**Full-Time Contract (14 weeks)****Monday May 15, 2023 to Saturday August 19, 2023**

Idea Exchange, Various locations

Idea Exchange is a community hub comprised of the public libraries and art galleries for the City of Cambridge, a thriving city with a rich architectural heritage and the second largest community within the Waterloo Region. We are committed to supporting and inspiring our community in the exploration of reading, arts, innovation, and learning.

What You'll Do

Our Indigenous and Teen Outreach Assistant will assist with the execution of our award-winning Summer Reading Club. In addition to providing general support for the program you will focus on outreach to the Indigenous and youth communities in and around Cambridge, coordinating events, programs, tours, and more. You will also work to source partnerships with Indigenous performers, artists, knowledge keepers, publishers, and more to ensure that our organization is contributing in authentic and responsible ways to our local reconciliation efforts.

Other tasks for successful applicants may include: promoting a love of reading in children; maintaining and developing children's reading levels over the summer months; engaging children in literacy-based activities; writing and/or editing website content to support and promote summer programming for children and teens; practicing active listening skills through receiving oral book reports; organizing supplies, keeping statistics, and entering content to the organization's website; writing a final report with recommendations for next year; source and evaluate STEAM resources for Youth Services; generate training and supplementary material for STEAM resources; assist staff with program preparations including craft, STEAM (science, technology, engineering, art, mathematics) activities and other early literacy programs; take photographs and video, obtaining consent forms from parents; solicit structured feedback in the form of impact statements.

What You'll Need to Succeed

- Be enrolled in a post-secondary course of study and plan to return in September
- Demonstrated interest in and ability to work with children and teens
- Preference may be given to candidates who self-identify as members of any Indigenous community; such a perspective would be a valuable aspect of the project.
- The ability to follow detailed processes and balance multiple tasks and responsibilities
- A passion for supporting the diverse interests and needs of the Cambridge community

Other Info:

All positions are subject to the approval of grant funding. We invite applications from all qualified individuals, especially from youth who face additional barriers to the labour market as defined in the Canada Summer Jobs Applicant Guide including: recent immigrant/refugee youth, youth for whom this would be their first job experience, indigenous youth, youth with disabilities, youth who have not completed high school, visible minorities, LGBTQ2 youth, and young women seeking careers in the STEM fields.

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible participants

What We Offer

Working at Idea Exchange offers you the opportunity to be part of an organization that is welcoming, collaborative, and passionate about the community.

Pay: the starting rate of pay is \$18.43 per hour

Hours: 70 hours in a two-week period

Schedule: TBD but will include evenings and weekends

How to Apply

To be considered for the position, please apply by **January 31, 2023**

1. Tell us why we should consider you for this position! Please provide both a cover letter and resume, combined as a single PDF document.
2. Submit your application by email to recruitment@ideaexchange.org
3. If applying by email, please quote “23-03x Indigenous and Teen Outreach Assistant” in your email subject line.

The anticipated start date for this position is Monday, May 15, 2023. All positions are subject to the approval of grant funding.

The position is open to internal and external candidates. We thank everyone for their interest, however only those candidates selected for an interview will be contacted.

Additional Information

- Idea Exchange aspires to employ a staff complement that fully represents the diversity of the community we serve. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.
- Idea Exchange is an equal opportunity employer and is committed to accommodating individual needs in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require any accommodations at any point during the application and hiring process, please contact Human Resources at hr@ideaexchange.org.
- A Security Clearance Check with Vulnerable Sector Screening will be required.