



Newmarket African Caribbean Canadian Association - JOB POSTING

**Application Timeline: Immediate**

Position: Program Coordinator

Employment Type: Part-time - Contract

Pay Range: \$25 per hour

Hours: 40 hours per week

Reporting to: The Executive Team (ET)

Contract Duration: 24 weeks

**BACKGROUND**

Newmarket African Caribbean Canadian Association (NACCA) is committed to providing strong leadership for our diverse resident Black community, especially Black youth. We serve the Newmarket and surrounding areas.

We operate within an Anti-Oppression & Resisting Anti-Black Racism paradigm to:

- Build bridges that promote intercultural understanding.
- Create opportunities for community engagement that support a sense of belonging.
- Bring awareness to issues affecting and relating to Black youth and culture.
- Embrace prospects within the community to address and dismantle anti-Black racism, inequality and discrimination.
- Seek opportunities for positive interaction that will foster pride in Black history, culture and identity.

If you are looking to build community, support mental health and strengthen the Black family unit, then consider this opportunity.

**OBJECTIVE**

The Newmarket African Caribbean Canadian Association (NACCA) is seeking an experienced Program Coordinator. The successful candidate will work directly with the Executive Team to assist to develop a Black youth led mental wellness program communications and administrative tasks for our mental health projects/initiatives.

The candidate would have to learn about our mandate, mission, values, internal and external structures, stakeholders, services and committees to be successful in this role.

As NACCA's Project Program Coordinator, the candidate would need to be very comfortable supporting and uplifting youth who identify as Black and of African descent.

They would need to be proactive and productive in their work, and enjoy working independently while anticipating the project needs. The candidate will also assist with light research, drafting statements, communications and proofreading.

We are looking for a candidate who is technology literate, a strong writer, and showcases knowledge and enthusiasm towards supporting the Black / Afro Diaspora community and is passionate about youth and mental health.

## **RESPONSIBILITIES**

- Organize meetings among internal as well as with external parties, with close attention to availability and time zones; identify and address conflicts and reschedule appointments; provide briefings as needed
- Work closely with a subject matter expert in the area of youth mental wellness
- Work closely to support the Youth project leaders
- Conduct light research and provide reports on various items as needed
- Assist in onboarding and training of youth team leads
- Provide administrative support to the Youth team leads
- Assist in the planning, coordination and implementation of the program, meetings, workshops, panel discussion and project end celebration
- Work independently and communicate with internal and external stakeholders/customers in a manner that promotes positive and respectful relationships
- Participation in special projects and activities with collaborators as required
- Support the management and development of NACCA's social media calendar, tracking and creating content for important dates, topics, celebrations and issues related to youth mental health
- Assist in preparing correspondence, reports, documents and presentations
- Contribute to researching, writing and proofreading of publications (includes but not limited to any resources developed for the program)
- Assist to organize a Youth led panel and organize filming and recording of same
- Other duties may be assigned

## **QUALIFICATIONS**

- Post-secondary education in a related field (Mental Health and Wellness) particularly as it applies to Black youth or equivalent working experience in mental health/social work
- A minimum of 1-2 years of relevant work experience within the not-for-profit sector in a paid or volunteer capacity
- A minimum of 2 years of experience in a youth support role. This includes a minimum of 1 year of experience assisting with youth mental wellness programming for Black youth
- Knowledge of the Diverse African Diaspora community within Canada
- Sensitivity to the life experiences and needs of Black students combined with previous community development experience
- Experience in conducting effective outreach with youth population and in the community

- Knowledge and skill in organizing and hosting group programs and workshops around youth mental health education and support
- Technologically savvy, must have an in-depth knowledge of google workspace (drive, docs, sites, slides, sheets, etc.) along with other platforms including Microsoft Office (Word, Excel, PowerPoint, Database, Internet & Outlook system)
- Clearly demonstrates qualities associated with a startup mindset
- Strong problem-solving skills
- Excellent interpersonal, oral and written communication skills
- Ability to work independently as well as part of a team
- Ability to prioritize multiple tasks with deadlines and manage time effectively
- Highly proactive and professional approach to work
- Exceptional customer service skills
- Detail-oriented and excellent organizational skills
- Strong communication skills (both written and verbal)
- Ability to input data to spreadsheets and to carry out analysis as required
- Must be dependable, reliable and maintain strict confidentiality
- Willingness to work flexible hours, including evenings and weekends
- Bilingualism - French and English considered an asset

Interested candidates should submit their resume with a cover letter to:

The Hiring Committee

Newmarket African Caribbean Canadian Association (NACCA)

449 Eagle Street, Newmarket ON L3Y 1K7

Email: [hr@naccacommunity.ca](mailto:hr@naccacommunity.ca)

No telephone enquiries. NACCA thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

The Newmarket African Caribbean Canadian Association is an equal opportunity employer and applicants from racialized and marginalized communities are strongly encouraged to apply. NACCA promotes the principles of diversity and equity and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. This job ad is available in an alternative format upon request. If you are a person with a disability and require technical aids or alternate arrangements for tests or interviews, please advise us of these needs when you are contacted for an interview.

**This position is digitally based.**