



Newmarket African Caribbean Canadian Association - JOB POSTING

**Application Timeline: Immediate**

Position: Youth Program Staff

Employment Type: Part-time – Contract

Number of positions: 3

Pay Range: \$16.55 per hour x 2.5 hours per week x 24 hours

Hours: 24

Reporting to: Project Coordinator

Contract Duration: As relative to the workshops/ panel discussion development and delivery

**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 identify as a Black youth of African heritage, looking to build community, support mental health and strengthen and support Black youth, please consider this opportunity.

**OBJECTIVE**

The Newmarket African Caribbean Canadian Association (NACCA) is seeking Youth as Program staff. The successful candidates will work directly with the Program Coordinator to assist in developing a Black youth led mental wellness program assisting to deliver a series of Youth led workshops.

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

As part of NACCA's Youth Leadership team for this project, the candidates 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 candidates will also assist with light research, drafting statements, a youth panel discussion and youth created support resources for ongoing consumption.

We are looking for candidates who are technology literate, have writing competence, and showcase knowledge and enthusiasm towards supporting the Black / Afro Diaspora youth community and are passionate about youth and mental health.

## **RESPONSIBILITIES**

- Assist to organize Youth led workshops for Black youth
- Work closely with a subject matter expert in the area of youth mental wellness
- Work closely with the Project coordinator to develop subject matter, resources for Black youth around mental health and wellness
- Conduct light research and provide reports on various items as needed
- Assist with the organization and delivery of a Black led youth panel discussion; filming and recording of same
- 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 all 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**

- Secondary/postsecondary education especially relative to Black youth mental wellness or relative to mental health/social work or a combination of education and experience
- Some relevant work experience within the not-for-profit sector in a paid or volunteer capacity
- A minimum of 1-2 years of volunteer experience in a youth support role would be considered an asset. 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)
- 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.**