



## Job Posting

### 1 Full-Time Position (5 Days or 35 hours a Week)

#### Program Coordinator: Youth Outreach and Engagement

*If you dream of working to end Gender-based Violence (GBV); and promoting social justice, inclusion and equity for marginalized youth, this posting may interest you. METRAC: Action on Violence is hiring a Youth Program Coordinator to continue building a strong post-pandemic program for diverse youth affected by higher rates of GBV, discrimination and social isolation.*

**ABOUT METRAC: ACTION ON VIOLENCE:** METRAC is a registered Ontario non-profit agency founded in 1984. Our programs are dedicated to ending gender-based violence (GBV) and advancing safety, justice and equity for women, youth, Two-Spirit, Transgender, and Non-binary community members at higher risk of experiencing GBV. We work with a variety of partner organizations to increase access to services and relevant resources, and to foster social equity for communities within Toronto and across Ontario.

**Mission:** We work to end gender-based violence across communities through education, research and policies.

**Vision:** A safe Toronto, Ontario and Canada for All.

**Values:** Equity, Respect, Safety, Feminism(s), Excellence, Innovation, and Collaboration.

**Website:** [www.metrac.org](http://www.metrac.org) or **Webpage:** [www.metrac.org/what-we-do/react/](http://www.metrac.org/what-we-do/react/)

**Program Summary:** Established in 2001, *Respect-in-Action (ReAct)* is METRAC's GBV prevention youth program. It is co-led by a Program Manager, a Program Coordinator and a small team of four (4) Peer Educators (PEs). ReAct currently operates online using Zoom technology to broadly reach and engage youth in 2 support groups. These include:

- **GRL PWR:** An education and support group offered weekly for girls ages 10-13 years. Program activities promote Healthy Equal Relationships between peers, family and community members, to end GBV.
- **DROP IN THE ZONE:** A weekly drop-in support group for mixed gender and non-binary youth ages 13 – 17 years, identifying as Black, Indigenous, People of Colour (BIPOC). Group members may identify as Two-Spirit, lesbian, gay, bisexual, Trans, queer, intersex, a-sexual+ (2SLGBTQIA+). The program provides welcoming and safe spaces for youth to socialize and reduce isolation; engage in artistic and creative expression, promote physical and mental health activities and resources; and to learn about non-violent, equal relationships with peers, family and community members.

## Position Summary

The successful applicant hired for this position will join METRAC's staff, and will become a member of the Program Team. Guided and supported by the Program Manager, the Program Coordinator (PC) will continue building GBV prevention initiatives to raise youth's awareness, support and action for change. This position will be responsible for:

- developing, implementing and evaluating effective outreach strategies to engage diverse youth across Ontario.
- developing, implementing and evaluating peer education and support groups, workshops and activities for diverse youth, to reduce isolation; and to foster healthy, equal, and respectful relationships with peers, family and community members.
- working within a human rights, anti-racism/anti-oppression and equity framework.

## Key Responsibilities

- Ensure the ReAct Program is guided by METRAC's mission, vision and values
- Design and develop a youth outreach and engagement plan, with set objectives, outputs and outcomes
- Coordinate and implement peer-led outreach (on-line/in-person) to schools, youth agencies and communities
- Plan, organize and co-facilitate regular peer education and support group sessions for diverse youth, to foster healthy, non-violent relationships
- Assist the Program Manager with recruiting, hiring, orienting and onboarding newly hired Peer Educators (PEs), to co-facilitate high quality youth groups
- Mentor and support a team of 4 PEs to do their best work
- Organize and co-facilitate regular team meetings with PEs
- Work with PEs to research current knowledge on trends and issues related to youth and GBV, and best practices for prevention, and report on findings and learnings
- Collect and track program data on youth attendance, numbers and diversity of users, their stories and experiences within the program, for quality control and reporting results
- Provide administrative support with coordinating PEs schedules, fee-for-service workshops, invoices, petty cash, etc. youth safety audits, **A**
- Collaborate with internal and external partners to support youth skill and knowledge development, and to meet the current needs of youth and the program objectives
- Participate in METRAC's staff meetings, events, internal committees and partnerships
- Prepare and submit monthly program reports to the Program Manager
- Assist with grant applications and report writing and submissions as required
- Be available to work some evenings/weekends
- Be available to travel occasionally
- Other duties as assigned

## Summary of Qualifications

- Solid understanding of the issues and impact of gender-based violence (GBV) toward women, youth/children, 2-Spirit, Trans and Non-binary people
- Experience working within a feminist, anti-racism/anti-oppression/human rights framework
- Lived experience and/or passion for working with African/Caribbean/Black,

- 2SLGBTQIA+, racialized and newcomer youth
- Commitment to reducing/removing barriers to safety and mental health supports, as experienced by marginalized communities, especially youth and children
  - Experience coordinating and outreaching to engage youth in online/in-person programs
  - Strong background in designing, leading, and supervising online/in-person teams
  - Experience with youth community development, violence prevention, popular education, and outreach to multiple stakeholders
  - Excellent online/in-person group facilitation and problem-solving skills
  - Conflict management skills are an asset
  - Familiarity with Toronto and Ontario youth-services/organizations would be useful
  - Comfortable speaking, advocating, and presenting to diverse groups/communities and decision-makers
  - Experience with collating and analyzing data, information and report writing is necessary
  - Solid computer literacy skills (using Word, Outlook, Google, Canva, Zoom)
  - Ability to work well independently and collaboratively as part of a diverse team
  - Strong written and oral English communication skills; proficiency in additional languages an asset
  - Ability to multi-task and work in a community agency with limited resources
  - Excellent interpersonal, time management and organizational skills
  - Creativity and enthusiasm; reliability; willingness to learn; openness
  - Some experience/comfort with graphic design, content creation and social media coordination required (i.e. familiarity and experience using Canva design software, in addition to social media engagement and curating content strategies for social media accounts)
  - University or College degree and/or 4 years or more working in community, and experience in a related position is required.

**Annual Salary:** Based on qualifications and experience.

**Deadline for Applications:** Open until position is filled

Please apply with a cover letter and resume describing relevant work experience, and 3 references to [jobs@metrac.org](mailto:jobs@metrac.org) or METRAC, 158 Spadina Road, Toronto, Ontario M5R 2T8. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

**METRAC is committed to equitable and inclusive employment practices and we encourage applications from historically marginalized groups.** People of all genders, including Two Spirit, transgender, and Nonbinary people are welcomed to apply.

**NOTE: METRAC's current office and meeting space is not wheelchair accessible, but we will work with selected candidates to accommodate their needs and ensure the interview process and job is accessible to them.**

**Hiring interview will be held virtually, using ZOOM technology.**

**METRAC is grateful to the City of Toronto, Canadian Women's Foundation, and Scotia Bank for generously funding the ReAct Youth Program**

