

**External Job Posting
Parkdale Sewing Repair Hub Communications and Outreach Assistant**

Description of Parkdale Sewing Hub

The Parkdale Sewing Repair Hub is a joint project of **the City of Toronto, Greenest City** and **Creative Reuse Toronto**. We will have programs to teach and sewing skills, repairs, mending and alterations, and related services, in South Parkdale as part of the City of Toronto Long Term Waste Strategy and the Tower Renewal Program. The project will provide free skill-building sewing machine classes, recycled, reclaimed materials, and scrap and off cuts from industry for our diverse community. The centre will provide education and training related to reuse of textiles, repairs, mending and alterations in order to reduce the amount of textile waste going into landfill.

Main Task: The Communications and Outreach assistant will assist and support the recruitment and retention of participants and volunteers. This is a new project for the Parkdale community. The position involves communications of the project to the public, partners, volunteers and participants - this can include social media, publications, newsletter and active community engagement in the Parkdale neighbourhood including postering businesses, apartment buildings and community spaces. In addition, the employee will be involved in all start up activities including setting up the new program space. The individual must have strong experience and skill in community engagement.

Responsibilities to:

- Conduct outreach in the Parkdale community for participants and volunteers, which include building-to-building outreach, postering, and tabling.
- Be responsible for communication materials, documentation, data management and/or support volunteers who are implementing these.
- Support all registration and communications with program participants, volunteers and community about workshops and events.
- Support staff with the facilitation of workshops, set up, organization of participant and volunteers, and clean up.
- Work well with team members.
- Represent Creative Reuse and Greenest City and its mission in the community;
- Must be available for evenings and weekends – schedules will be determined with team.
- A willingness and excitement to learn new skills
- Administrative tasks
- Participate in team meetings, evaluation activities, staff training and reporting requirements (such as timesheets) and handle other duties as assigned.

Depending on skill level:

- Create and implement publicity materials on social media and hard copy.

Skills

- Community engagement, outreach and community building
- Intermediate skills and/or education and training for sewing which include machine threading, straight stitching, hemming, zippers, pattern cutting, pressing, clothing design, mending, repairs and alterations, hand sewing and other textile skills
- Demonstrated creativity such as experience in using reclaimed and scrap fabric
- Able to lift sewing machines, tables, chairs, supplies
- Commitment and desire to work in a diverse environment where diversity based on race, ethnic origin, gender, age, sexual orientation, gender identity and expression, physical ability, family status and other characteristics is an important and practiced value;
- Skills in computer word processing such as Microsoft Word, Excel and internet usage
- Must be able to work within consensus decision-making
- Strong interpersonal skills and creative problem solving
- Have a strong commitment to the environment
- Intermediate ability to communicate written and orally in English
- Have the ability to speak one or more languages (other than English) of the community, such as Tibetan, Nepalese, Urdu, Swahili, Arabic, Polish or others as indicated in the demographic census reports for South Parkdale
- Be able to work weekends and evenings as scheduled.

Assets

- Local to Parkdale
- Design skills

Individual is required to

- Abide by Greenest City's equity and diversity policies
- Conduct a vulnerable sector police check (paid for by Greenest City)

Hours and Compensation: 20hrs/week at \$18/hr

Duration November 15, 2018 – December 31, 2019

How to apply: Please email your resume and cover letter to Helen Melbourne at helenmelbourne@sympatico.ca. Please put "'Parkdale Sewing Hub Resume' in subject line.

Deadline for applications: Friday, November 2, 2018

Please note:

Greenest City is committed to equity in its policies, practices, and programs. We support diversity in our teaching, learning and work environments, and aim to ensure that applications for members of underrepresented groups are seriously



considered under our Anti-Racism, Access and Equity policy. All qualified individuals who would contribute to the further diversification of our community are encouraged to apply and may choose to identify as such if they wish to identify additional assets. .

Our office is not physically accessible to everyone (Sewing Repair Hub is fully accessible). If you would like to interview for the position but are worried this might be a concern feel free to email us in advance and we will accommodate.

Additionally, any further requests for accommodation (Skype interviews, request for a question-based interview or experiential-based interview, etc.) may be made via email.

Only candidates selected to move forward in the hiring process would be contacted.