



Internal/External Posting Pending Funding

Special Events Program Planner East Mississauga

Contract Position: 30 hours per week
Contract Period: July 2020 – September 2020 (12 weeks)
Salary: \$15.85 per hour
Number of Positions Available: 2 Positions

This is a summer job opportunity for those between the age of 18 and 30 years at the start of employment, are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act; and is legally entitled to work according to the relevant provincial / territorial legislation and regulations (as directed by the funder).**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

Job Summary

Under the direct supervision of the Manager of Health Promotion & Community Relations, and working within program objectives and organizational goals, the Special Events Program Planner will support a wide variety of virtual health promotion programs and special events and celebrations that benefit the broader community and EMCHC priority populations (i.e. newcomers, immigrants and refugees; isolated seniors, racialized communities, individuals living in poverty, and LGBTQIIT2S+ communities) in the Mississauga East-Cooksville community over the summer months. Additional, this position will support the delivery of critical services including: the implementation of virtual group programs, remote and telephone client support and other Covid-19 response initiatives (i.e. food security and screening).

The summer position will provide the youth with valuable practical experience and knowledge and skill development relevant to work in the social services sector. These variety of skills will include: practical skills in working with participants (ex. participant risk and behaviour management, conflict resolution, problem solving); community relations skills (special event planning with community members, organizational skills, outreach and publicity skills); appropriate program referrals; working within an anti-oppression framework; administrative skills (ex. recording stats and developing program resources such as information brochures for participants); professionalism skills (ex. professional boundaries, balancing personal and work life, confidentiality, decision-making skills); and, teamwork and interpersonal skills. This position will also provide youth with the opportunity to gain valuable experience in relating to and working with disadvantaged groups.

The youth will receive ongoing training and day-to-day support, participate in staff meetings and receive regular weekly supervision. They will also work alongside of and be mentored by Community Health Workers and the

Health Promotion staff team. A performance appraisal will be conducted with each youth at the end of the program.

Primary Responsibilities

- The youth will participate in planning, implementing, and evaluating virtual special events (i.e. Pride Month) and health promotion programs (i.e. virtual education programs, information and referral support over phone and online) for the Mississauga community.
- Provide client service support (ex. sharing information and connecting clients to needed resources) demonstrating patience and respect from a client agency.
- Participate in Health Promotion team meetings and LAMP all staff meetings regularly.
- Support Special Projects/Virtual Events under pandemic circumstances that benefit the broader community and EMCHC priority populations (ex. food security initiatives).
- Assisting with research, report writing, conducting surveys and creating posters and resource materials.
- Support partnerships and collaborative initiatives that EMCHC engages in to support our priority populations.
- Help with day to day outreach and promotion of the EMCHC services through maintenance of public information, website and social media presence.
- Build and maintain positive collaborative relationships with community members, partners, sponsors, funders, volunteers and other stakeholders of EMCHC
- Work with interdisciplinary teams when needed to collectively support client needs
- Facilitate safe, supportive, empowering, and welcoming spaces for community members to be actively involved and partners in developing health promotion programs.
- Utilize appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, ethnic, sexual orientations, lifestyles, and physical abilities.
- Support the East Mississauga site in active screening for COVID-19 of all persons (ex. clients, staff, visitors) entering the site.
- Assist in cleaning/sanitizing the reception area, waiting room, and personal desk space in accordance with current Ministry Infection, Prevention and Control (IPAC) standards and record it in log book.
- Perform other duties as assigned consistent with job classification.

Required Qualifications

- Some Post-secondary education in related field, and experience with social media, community relations, and health promotion programs.
- Experience and interest in the following sectors: Social Work, Social Services, Community Worker, Community/Public Relations, or Health Promotion.
- Demonstrated experience working with various cultural, ethnic, socio-economic, and developmental backgrounds, with an awareness of and sensitivity to EMCHC's priority populations (specifically Immigrants and refugees, seniors, racialized communities, individuals living in poverty, queer and trans communities).
- Excellent organizational, public relations, and interpersonal skills.
- Excellent communication skills, both verbal and written, with the ability to clearly convey information and ideas.
- Familiarity with using multimedia content such as photography, videography and interactive tools
- Ability to effectively understand and implement the guiding fundamentals at EMCHC, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. "Walk the talk."
- Ability to speak French and other languages is an asset.
- Positive attitude and dependable with strong initiative and the ability to work both independently and in a team oriented atmosphere.
- Open minded, eager and willing to constantly learn and improve oneself.
- Lived experience of racism, homophobia, and/or transphobia is an asset.
- Knowledge of East Mississauga Community Health Centre, the Mississauga community, and/or a second language that is reflective of the community being served are all preferable assets.

Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Strong skills and ability to easily navigate the internet/intranet environment.
- Excellent skills and experience using social media (i.e Facebook, Twitter, Instagram)
- Ability to learn new software quickly and willingness to continuously develop technology skills.

Working Conditions

- Requires mostly virtual and some onsite work (based on Covid-19 recommendations) including some evening(s), occasional weekend commitments, and regular travel to off-site location(s) when needed
- Must work well under pressure of deadlines and with large groups of people at events.
- Work outdoors and in the community may be required (based on Covid-19 recommendations)
- May be required to store or carry up to \$100 cash at their work premises or on their person.
- May at times be subject to loud noise levels at events.
- May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviours and/or communication.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. **“Walk the talk.”**

Physical Requirements

- Occasional data entry, with short periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication.
- Frequent standing for extended periods of time and some frequent lifting may be required.
- Demonstrates good and safe work habits, and maintains a clean working environment.
- Ensures that staff and clients are compliant with LAMP's Health & Safety regulations and LAMP's policies and procedures, including the immediate reporting of any breaches of Health & Safety or Environmental incidents, accidents or concerns to their respective manager/supervisor and/or the Manager, Human Resources.

As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job.

LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

Please send your resume with a cover letter to **Human Resources:**

Email Address	recruiting@lampchc.org
Subject	Job Opening for Special Events Program Planner, East Mississauga
Internal Deadline	5:00 pm on Friday, June 19, 2020
External Deadline	5:00 pm on Friday, June 26, 2020

We thank all applicants for their interest. However, only those selected for interviews will be contacted. No phone calls please.