



Job Description

As a co-op student you will support the Students Commission's projects and initiatives. This will include research and evaluation support, developing graphic and video materials, doing promotion and recruitment for programs, helping to organize and facilitate youth engagement events, and supporting office administration.

Job Tasks

1) Research and Evaluation Support:

As a co-op student, you will assist the organization with program evaluation by administering surveys, taking notes, and entering data. You will also have the opportunity to engage in the data analysis process and the interpretation of results, and will learn how to build and carry out an evaluation plan from start to finish. You will also be doing research on various topics, depending on the project.

- Data entry: input responses from Sharing the Stories (STS) evaluation surveys
- Assist with coding Sharing the Stories evaluation data
- Conduct research on specific focus areas for related projects
- Transcription of focus groups, etc.

2) Graphics, Web and Communications Support:

As a co-op student, you will assist with the organization with graphics, web development and maintenance, social media, and other communication needs. This could include anything from helping to create a new webpage to developing a poster for an event. You will also assist the organization with video production and photography. You might film/record an event or work with others to create a short video on a certain topic. You will be supported and supervised by staff with expertise in these areas, and have the opportunity to learn new skills; however, you are also expected to have some familiarity and comfort with Graphic Design and Media Production.

- Video Production: developing storyboards, film and edit video clips for upcoming projects using Final Cut Pro
- Creating graphics for the web or other communications material
- Design, developing, and preparing resources for workshops, activities and conferences
- Updating social media platforms
- Website creation, development and maintenance: HTML and CSS coding

3) Support Youth Engagement Initiatives:

Youth Group:

The youth group runs every Thursday night from 5-8pm and brings together 20 young people from across Toronto to discuss youth issues. As a co-op student, you would support the Youth Facilitators to plan, prepare and facilitate the youth group.

Collective Impact for Toronto Youth (CITY) project:

- Youth recruitment
- Plan and execute youth engagement, knowledge sharing and training events
- Provide orientation and training as needed for various levels of organizational staff, volunteers, participating families and youth, and cluster members
- Coordinate and support activities, roles and responsibilities of youth

4) Office Administrative Support:

- Answer phones
- Attend staff meetings
- Support event preparation, photocopying, mailing and general office-related tasks
- Proficient in Microsoft: Word, Excel, PowerPoint

Employment Requirements

We are looking for a student that has some experience related to the outlined tasks. Young people who have experience with community engagement, graphic design (a working knowledge of Adobe Photoshop, Illustrator, and InDesign), filming and video editing (using Final Cut Pro), social media platforms, fundraising, facilitation or recruitment would be great!

Working Conditions

- Preference will be given to students on a non-semestered schedule.
- This position would start early October through until June 2016.
- Regular working hours will be 9:00-5:00 (Monday-Friday).
- Co-op Students will report to Alli Truesdell, Project Coordinator

Application Details

Please e-mail a cover letter and resume to Alli Truesdell at: alli@studentscommission.ca, or drop off your application in person at 23 Isabella St., Toronto between 9-5 Monday-Friday.

Thank you for your application!