

Job posting
Short-Term Project Worker, Bike to School Project
Classification “A”
July 30, 2018 to July 26, 2019 (1 year)
24 hours/week
External posting

Posting Date: June 1, 2018

CultureLink is seeking a program worker to coordinate a new project, *Families and Educators for Safe Cycling*, from July 30, 2018 to July 26, 2019. Reporting to the Assistant Manager, Sustainable Communities, and working collaboratively with Cycle Toronto and the Toronto Cycling Think and Do Tank, the program worker will mobilize families and educators in support of cycling infrastructure in the City of Toronto.

CultureLink works within an anti-oppression framework and is committed to equity.

Responsibilities:

- Schedule and deliver a minimum of 20 educational workshops at school council and ward council meetings and other sites;
- Identify and recruit a minimum of 12 family members and/or educators and students as “champions” for safe cycling infrastructure, assist with development of 8 campaigns;
- In collaboration with Cycle Toronto, produce a guide for biking with children, powerpoint slides, handouts, flyers and other communications materials;
- In collaboration with researchers from University of Toronto, develop an evaluation plan for the project, and contribute to data collection and analysis;
- Prepare and submit statistical and progress reports to supervisor as required
- Maintain social media presence;
- Participate in agency staff meetings;
- Other duties as assigned by supervisor.

Required qualifications:

- Knowledge of and experience with engaging with school staff, and school councils;
- Strong cycling skills, including cycling in traffic outside of downtown;
- Proven experience with recruiting and motivating people to take action in a volunteer capacity;
- Excellent written communication skills;
- Excellent presentation skills;
- Familiarity with Microsoft Office applications (Word, Excel, Powerpoint, Outlook);
- Commitment to anti-racism and combating other forms of discrimination;
- Availability to work on weekday and evenings on a regular basis;
- Post-secondary education in a field related to the job position.

Assets

- Track record of engagement with Toronto’s cycling community;
- Graphic design, photography and/or videography skills;
- Experience with social media campaigns;
- Experience biking with children as a parent, guardian, or caregiver.

This position is remunerated at \$25.47 – \$27.01 per hour. The deadline for all applicants is Wednesday, June 20, 2018 at 5:00 pm. We thank all applicants for their interest in the position, however, only candidates selected for an interview will be contacted.

If you are interested in this position, please submit your cover letter and resume by email to the Office Manager at jobs@culturelink.ca, quoting reference number CLU-2018-31. For more information visit www.culturelink.ca.

Please note that a satisfactory Vulnerable Sector Screening (police check) is required. We thank all applicants for their interest in the position, however, only candidates selected for an interview will be contacted.

This is a Bargaining Unit Position