
JOB POSTING

Communications Specialist (Youth-Focused), Full-Time for 8 weeks starting July 2, 2025 (1 role available)

Location: 74 Firvalley Court

Warden Woods Community Centre

Warden Woods Community Centre is a nonprofit neighbourhood centre working with and for the people of Southwest Scarborough since 1970 to build caring, compassionate, just and interdependent communities. For more: wardenwoods.com

Position Summary

Reporting to the Youth Program Supervisor or Designate, The Communications Specialist will be responsible for working as part of the Youth Program team to develop, implement and assess communications tools that contribute to the Centre's strategic goals (writing, signage, online posts, photography, public displays, etc.). Communications projects which meaningfully involve local youth in development and implementation will be prioritized.

Key Responsibilities

- Develop and implement communications tools in line with the centre's mission, vision and values, working as a member of the Youth Program team.
- Support the design, facilitation and installation of visual projects, public artworks and signage promoting the strategic priorities in the centre's strategic plan (Anti-Racism, 2SLGBTQIA+ Inclusion, Reconciliation with Indigenous Peoples) and prioritizing the involvement of local residents especially youth
- Source quotes for trades work connected to physical communications tools
- Contribute to social media, photography and documentation of local activities
- Encourage local input and leadership in relation to communications projects
- Contribute to social media
- Contribute to appropriate stats keeping and documentation
- Participate in training and development activities and support peers in their training and development
- Other duties as assigned

Key Qualifications:

- At least one year of experience working directly in-person in a community setting
- Demonstrated ability to develop clear and interesting creative communications (writing, photos, graphics, social media posts, articles, public artworks, etc.)
- Demonstrated ability to be self-directed, accountable for time and resources, and results-based

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- Demonstrated ability to contribute as a member of a team in a community-based environment
 - Interested in and comfortable working in a youth-centered environment
 - Knowledge of community life in Southwest Scarborough/Warden Woods is a definite asset
 - Formal education or training related to Communications or Arts is an asset
 - Standard First Aid & CPR C Certificate, and Food Handler's Certification are an asset
 - A clear Criminal Reference Check is a condition of employment

As a condition of funding from Service Canada, eligible employees must:

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN

International students, and those who are here in Canada on a work, youth, or visitor visa/permit are unfortunately not eligible for the program.

Compensation and Hours of Work:

- \$18.15/hour, 35 hours/week, Monday to Friday. This position will work 7.5 hours between 8am -6pm, according to the camp schedule. Some flexibility is required.
- **Start date: July 2, 2025**
- This is a union-exempt (seasonal contact training) role as per agreement with CUPE Local 5218. We are a unionized workplace.

Application

Please send resume and cover letter via e-mail only to careers@wardenwoods.com with the subject heading: **Communications Specialist** in the subject line, **by May 21, 2025**.

While we thank all who apply, only those selected for interviews will be contacted.