CITY OF HAMILTON

COMMUNITY AND EMERGENCY SERVICES DEPARTMENT
(NEIGHBOURHOOD ACTION STRATEGY - LOCATION - 28 JAMES STREET NORTH)

YOUTH ENGAGER - XPERIENCE ANNEX
CONTRACT PAID POSITION - 4 MONTHS

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Neighbourhood Action Strategy, and being responsible for engaging youth in Hamilton around the Xperience Annex initiative.

GENERAL DUTIES

Contribute to meetings and events of the Xperience Annex

Lead and facilitate engagement activities with a variety of individuals across Hamilton to identify needs and supports for the Xperience Annex

Build positive relationships with staff, peers and community partners through online communication and/or in-person meetings

Provide effective feedback on engagement activities in meetings or informal write-ups

Provide recommendations on new and innovative methods of engaging with youth

Assists Neighbourhood Action Strategy staff in developing and suggesting appropriate strategies and opportunities in response to youth needs

Refer any youth issues of a serious nature or youth crisis, which arise while on shift, to the responsible Neighbourhood Action Strategy staff for back up support

Provides verbal or written reports as appropriate to the Neighbourhood Action Strategy staff

Assists the team in ongoing effort to monitor effectiveness of engagement

Some basic knowledge required in Microsoft Excel to track amount of youth engaged for every activity

Assist Evaluator in the booking and placing of calls to Xperience Annex Participants

Responsible for communicating appropriate information to Point of Contract at designated engagement locations
Responsible for handling all social media channels (Twitter and Instagram) in an effective way to promote the City of Hamilton and the Xperience Annex

Perform other duties as may be assigned by the Senior Project Manager

QUALIFICATIONS

1. Post-secondary education (college or university level) is an asset.
2. Knowledge of / or experience working with community based agencies and services is an asset.
3. Have a positive and enthusiastic attitude towards supporting and engaging with peers.
4. Knowledge of issues that are important to youth.
5. Possess strong interpersonal and communication skills.

APPLY with your resume via email to Irene Heffernan: irene.heffernan@hamilton.ca

Deadline to accept applications: **September 13, 2019**

As this position is providing peer-to-peer support, we are looking for applicants that are between the ages of 18 - 29 years old.