



Local Program Coordinator Positions Available

Do you have community outreach and event planning experience? Enjoy working with young adults? Want to give back to your community?

Apply to join the **Toronto Ward Museum's *Block by Block*** program team as a Local Program Coordinator. This is an opportunity to mentor a small team and work on an exciting project in a community setting.

About Block by Block

Block by Block is a participatory, multimedia project that engages young people, newcomers and Indigenous community members in the collection and interpretation of oral histories. By training young adults to interview community members about their lived experiences, the project preserves and animates stories of migration, settlement and civic life in Toronto. From 2019-2022 Block by Block is focused on four Toronto neighbourhoods: Agincourt, Victoria Park, Regent Park and Parkdale. Key activities include: Training in oral history research; preservation of oral histories; collective curation of exhibitions; and the creation of annual block parties and interactive programming in each neighbourhood.

The goal of Block by Block is to deepen relationships in and between Toronto communities through the exchange of personal stories, reflections and resources. Block by Block also hopes to contribute to better public understanding of migrant settlement experiences and to encourage public dialogue about future city-building.

Job Description

From May 2021 through December 2021, we are looking for four local program coordinators, to each guide a team of two young adults to preserve and animate migration stories rooted in the neighbourhoods of Agincourt, Victoria Park, Regent Park and Parkdale. The local program coordinators will be supported by the Block by Block Program Director and local program partners.



Each Local Program Coordinator will be expected to:

- Participate in a series of online project orientation and training workshops starting in early May
- Conduct community outreach for Block by Block in their neighbourhood. Spread awareness of the program, encourage participation in it, welcome and integrate feedback.
- Secure 10 oral history interviewees in the neighbourhood, ensuring diversity of ages, cultural backgrounds, lived experiences.
- Meet weekly in person with their young adult research team to guide their work and support them to conduct oral histories, create exhibition materials and maintain relationships of respect and trust with storytellers and community members.
- Organize and facilitate at least one community story-sharing session for fall 2021
- Lead their local team to plan programming, logistics and publicity for a neighbourhood “Block Party”, which will be held in spring 2022.
- Support their local team to create audio-video components for a Block by Block online exhibition.
- Contribute to the creative work of the larger research/curation team by leading weekly local check-in meetings, participating in larger team trainings and meetings, voicing ideas and concerns regularly to help steer the project.
- Participate in Program Evaluation

Local Program Coordinators will receive up to \$6000 CDN (Six Thousand dollars, Canadian) for their contributions to Block by Block. The expectation is that each Coordinator will work 300 hours between May 15, 2021 and December 15, 2021, at a rate of \$20 per hour. The workload over this period of time is equivalent to approximately 9 hours per week of work but will vary over the course of the project. Regular weekday availability will be necessary for these positions, as will some flexibility in order to meet deadlines. TWM is currently working remotely but may return to in-person activities if public health guidelines change.



Qualifications

We are looking for individuals who are self-motivated, well organized and comfortable working with young adults and in community settings. Ability to work creatively and respectfully in a team is a must, and experience with event planning and/or community outreach will be a valuable asset. Willingness to work flexible hours in order to coordinate with the rest of the team and meet project deadlines is also necessary.

Other assets for these positions include:

- Ability to manage schedules and meet deadlines
- Experience mentoring, training or managing youth or young adults
- Community experience in one of the four neighbourhoods (Agincourt, Parkdale, Regent Park or Victoria Park)
- Experience with community outreach
- Fluency in Bengali, Somali, Mandarin, Arabic, Cantonese, Tamil, Tibetan, Tagalog or Hungarian
- Effective leadership skills
- Community arts or community programming experience
- Interest or experience working in media, community history, museums or oral history
- Availability during working hours on weekdays (9 am-5 pm, Monday to Friday)

Local Program Coordinators will typically be working in one neighbourhood for this project but must be willing to travel to other parts of the city by TTC for team meetings and workshops if public health guidelines change over the course of the contract. In the meantime, Local Program Coordinators must have the capacity to meet and conduct their work by zoom and phone using their own equipment and wifi.

The Toronto Ward Museum is committed to community leadership, meaningful diversity and work by and for historically underrepresented groups. We will prioritize applications for these jobs from applicants who identify as Indigenous, Black, People of Color, newcomers, immigrants, refugees, persons with disabilities, women, queer, trans or non-binary persons or any combination of these intersections. We will also prioritize applications from people who live or have community connections in the neighbourhoods we are working in. We encourage you to self-identify in your application.

If you are interested in applying to become one of Block by Block's Local Program Coordinators for 2021, please complete and submit an application by Monday, April 19. You can either fill out



an application using our [Google Form \(https://forms.gle/a6cTFFKuvTwj2mnN8\)](https://forms.gle/a6cTFFKuvTwj2mnN8), or answer the questions below in a pdf document and send by email to hr@wardmuseum.ca

Questions? Visit <https://wardmuseum.ca/blockbyblock/> to learn more about the program or email hr@wardmuseum.ca

**Toronto Ward Museum *Block by Block* Program
Job Application for Local Program Coordinators**

First Name: _____

Last Name: _____

Telephone Number: _____

Email address: _____

Websites or other Social Media (optional): _____

Which neighbourhood team would you like to coordinate?

Agincourt _____

Victoria Park _____

Regent Park _____

Parkdale _____

Why are you interested in contributing to the Block by Block program?

What is your relationship to the neighbourhood you hope to work in for this project?



What strengths or skills would you bring the position of Local Program Coordinator? Please tell us about any relevant experiences, interests or skills.

Do you have previous experience managing or mentoring youth or young adults? If so, please describe.

Do you have previous experience conducting community outreach? If so, please describe.

Do you have any experience organizing community events? If so, please describe.

What does “establish and maintain respectful relationships with community members and the rest of the Block by Block team” mean to you?

Which languages do you speak?

Are you able to commit to a regular two-hour weekly meeting between Monday-Friday between the hours of 9 am - 5 pm?

This job requires flexible working hours and some weekday availability. Which days and hours can you make available to work regularly on Block by Block? Please list all times during which you would be able to work your average of 9 hours per week (e.g. Mondays from 9 am- 1 pm)



Please list two references for us to contact. Be sure to include their full name, email address, phone number and information about their relationship to you (how they know you).

Reference 1:

Name:

Relationship to applicant:

Email:

Telephone number:

Reference 2:

Name:

Relationship to applicant:

Email:

Telephone number:

Please tell us anything else you think we should know when considering you for this position.

Block by Block is led by the Toronto Ward Museum in partnership with the Ontario Council of Agencies Serving Immigrants (OCASI), City of Toronto Newcomer Office, Agincourt Community Services Association (ACSA), Working Women Community Centre (WWCC), Regent Park Film Festival (RPFF), West Neighbourhood House (WNH), Toronto Council Fire Native Cultural Centre, Toronto Public Library (TPL), Toronto Community Benefits Foundation (TCBN), and Ryerson University, School of Urban and Regional Planning. The program is funded by the Ontario Trillium Foundation, with contributions from the Inspirit Foundation.