



## **Job Posting**

### **Program Coordinator**

**Part time (21 hours/week), 1-year contract**

#### **About Rivers of Hope**

Established in 2018, Rivers of Hope is an arts-based educational organization that is dedicated to building communities and classrooms where *everyone* belongs.

Based in the Greater Toronto and Hamilton Area, we provide engaging arts-based educational programming and resources to help young people and community members build bridges across differences and stand up to racism, prejudice, and hate.

#### **Program Coordinator Position**

Rivers of Hope has a workshop facilitator team that runs workshops in Middle Schools and High Schools in the Greater Toronto Area and Hamilton (during the pandemic, these workshops have been online). These workshops inspire young people to challenge racism and envision inclusive environments using the arts. In our workshops, facilitators share examples of how contemporary artists are challenging anti-Black racism, anti-Indigeneity, Islamophobia, anti-Asian racism, antisemitism, and more. We also use interactive theatre activities to help young people learn and practice bystander intervention.

We are looking for a dedicated Program Coordinator who can run Rivers of Hope's workshop program. This role includes curriculum and content development, overseeing the training of facilitators, outreaching to schools to book workshops, and workshop scheduling.

#### **Key Activities**

The Program Coordinator will require excellent communication skills and be highly organized and self-motivated.

Key activities for this role include:

- helping improve the Rivers of Hope workshop series content, including tailoring it for an age 12-14 yr-old audience
- writing content for a bystander intervention guide
- matching workshop content to Ontario curriculum expectations
- organizing workshop facilitator recruitment and training

- promoting the workshop to middle schools and high schools
- booking and scheduling workshops throughout the school year
- liaising and communicating with school staff who book the workshop
- liaising and communicating with workshop facilitators who are scheduled to facilitate the workshop
- collecting evaluation data for each workshop
- communicating regularly with the Director of Rivers of Hope
- attending team meetings
- other supportive tasks as required

### **Qualifications**

- At least 1 year of experience in a program coordination role at a community-based organization, non-profit, or educational institution
- Post-secondary degree in a field related to Education, Social Work, or Community Development OR two years of equivalent work experience in one of these fields

### **Key Skills**

- Strong writing and communication skills
- Highly organized and motivated
- Keen attention to detail

### **Schedule:**

Start Date: June 15, 2021

### **Hours:**

- 21 hours per week

### **Salary:**

- \$26,000 per year

### **How to Apply:**

- Youth and young people of all backgrounds are strongly encouraged to apply. Everyone is welcomed and encouraged to apply.
- **Applicants should submit the following:**
  - resume
  - cover letter
  - WRITING ASSIGNMENT: In up to 250 words, please provide a definition and explanation of what anti-Asian racism is. This definition should be understandable to someone in Grade 10.

- Send your application to [info@riversofhopeproject.com](mailto:info@riversofhopeproject.com) with the subject heading PROJECT COORDINATOR APPLICATION
- Application deadline: **Monday, May 24, 2020**