



## Internal/External Posting

### Special Events Program Planner (French Language Programs) East Mississauga Community Health Centre

#### Dependent on Funding

Contract Position: 30 hours per week

Contract Period: May - August 2023 (12 weeks)

Salary: \$16.13 per hour

Number of Positions Available: 1 Position (Bilingual)

**This is a Canada Summer Jobs position is for those between the age of 18-30 years at the start of employment, are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\*; and is legally entitled to work according to the relevant provincial / territorial legislation and regulations (as directed by the funder).**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

#### Job Summary

Under the direct supervision of the Manager of Health Promotion & Community Relations, and working within program objectives and organizational goals, the **Special Events Program Planner (French Language Services)** will support virtual health promotion programs that benefit immigrant, refugee, ethnocultural and racialized (IRER) Francophone communities the broader EMCHC priority populations (i.e. 2SLGBTQ+ communities, newcomers, isolated seniors and individuals living in poverty) in the Mississauga East-Cooksville. This position will also support Covid-19 response initiatives (i.e. food security, screening, remote client support, vaccine clinic support).

The summer position will provide the youth with valuable practical experience, knowledge and skill development relevant to work in the social services sector. These skills will include: practical skills in working with participants (ex. participant risk and behaviour management, conflict resolution, problem solving); community relations skills (special event planning with community members, organizational skills, outreach and publicity skills); appropriate program referrals; working within an anti-oppression framework; administrative skills (ex. recording stats and developing program resources such as information brochures for participants); and, teamwork.

The youth will receive ongoing training and day-to-day support, participate in staff meetings and receive regular weekly supervision. They will also work alongside of and be mentored by the FLS Health Promoter and the Health Promotion staff team. A performance appraisal will be conducted with each youth at the end of the program.

#### Primary Responsibilities

- The youth will participate in planning, implementing, and evaluating virtual health promotion programs for Francophone communities (focused on physical health, mental health and wellness, referral support, individual capacity building and education).
- Support Covid-19 screening (of clients, staff and visitors) and other Covid-19 initiatives at the agency site.
- Inform, support and connect clients to resources in the agency and externally across Peel.
- Participate in Health Promotion team meetings and LAMP all staff meetings regularly.
- Support partnership and collaborative special events and celebrations.
- Assisting with research, report writing, conducting surveys, creating posters and resource materials.
- Support social media content development and information sharing using various engagement tools.
- Work with interdisciplinary teams when needed to collectively support client needs.
- Facilitate safe, supportive, empowering, and welcoming spaces for community members.
- Utilize appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, ethnic, sexual orientations, lifestyles, and physical abilities etc.
- Assist in cleaning/sanitizing the reception area, waiting room, and personal desk space in accordance with current Ministry Infection, Prevention and Control (IPAC) standards and record it in log book.

### Required Qualifications

- Some Post-secondary education in related field, and experience and interest in the following sectors: Social Work, Social Services, Community Worker, Community/Public Relations, or Health Promotion.
- *We prioritize the needs of IREER Francophone communities as well as Black, Indigenous, People of Colour & Queer and Trans (BIPOCQT) identities and as such **candidates with/lived experiences** of oppression, racism, homophobia, transphobia and/or ableism and/or personal connection to BIPOC communities with intersectional identities will be an asset for applicants.*
- Strong understanding of Anti-Oppression/Anti-Racism principles and demonstrated experience working with various cultural, ethnic, socio-economic, and developmental backgrounds and identities.
- Experience with supporting or planning community programs for marginalized communities.
- Understanding of Social Determinants of Health and Health Promotion strategies.
- Understanding of the needs of EMCHC's priority populations (specifically 2SLGBTQ+ communities, diverse Francophone communities, newcomers, immigrants' and refugees and isolated seniors).
- Excellent outreach, writing, communication, organizational, public relations and interpersonal skills.
- Ability to apply sound judgement and critical reflection in decision making.
- **Ability to read, write and speak in both French & English is required.**
- Open minded, creative, approachable, eager and willing to learn.

### Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Excel, PowerPoint & Publisher).
- Strong skills and ability to easily navigate the internet/intranet environment.
- Excellent skills in using social media tools (i.e Facebook, Twitter, Instagram) and interactive tools such Zoom.
- Ability to learn new software quickly and willingness to continuously develop technology skills.

### Working Conditions

- Requires mostly virtual and some onsite work (based on Covid-19 recommendations) including some evening(s), occasional weekend commitments, and travel to off-site location(s) when needed
- Must work well under pressure of deadlines and with groups of people at events.
- Work outdoors and in the community may be required (based on Covid-19 recommendations)
- May be required to store or carry up to \$100 cash at their work premises or on their person.

- May at times be subject to loud noise levels at events.
- May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviours and/or communication.
- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice. **“Walk the talk.”**

### Physical Requirements

- Occasional data entry, with short periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication.
- Frequent standing for extended periods of time and some frequent lifting may be required.
- Demonstrates good and safe work habits, and maintains a clean working environment.
- Ensures that staff and clients are compliant with LAMP’s Health & Safety regulations and LAMP’s policies and procedures, including the immediate reporting of any breaches of Health & Safety or Environmental incidents, accidents or concerns to their respective manager/supervisor and/or the Manager, Human Resources.

As part of our mandate for inclusivity, reasonable accommodations can be made for all incumbents to perform the described physical functions of the aforementioned job.

*LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.*

Please send your resume with a cover letter to **Human Resources:**

<b>Email Address</b>	<b>recruiting@lampchc.org</b>
<b>Subject</b>	<b>Job Opening for Special Events Program Planner (French Language Programs)</b>
<b>Internal Deadline</b>	<b>5:00 pm on Friday, April 21, 2023</b>
<b>External Deadline</b>	<b>5:00 pm on Friday, April 28, 2023</b>

***We thank all applicants for their interest. However, only those selected for interviews will be contacted.***