



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Special Project Assistant WoodGreen Innovation Lab Competition #2019-066-CS

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| Employment Type: | Contract (8 weeks), Student |
| Work Hours: | 35 hours/week |
| Salary: | \$18.77/hour |
| Application Deadline: | June 10, 2019 by 11:59 pm |

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – WoodGreen Innovation Lab, Community Programs

The WoodGreen Innovation Lab supports the organization in creating and testing new approaches to create meaningful impacts for our clients. Our work is grounded in best practices, informed by research, data analysis, and co-design with key stakeholders. Using a human-centred approach, we engage staff, community partners, and most importantly service users with lived experience of the systems and services we are helping transform. The Lab team is composed of a diverse team of skilled professionals who understand nuanced challenges and co-create practical solutions. We see a world where innovation is a catalyst to create a Toronto where everyone has the opportunity to thrive.

What You Will Do

- Project coordination and support across a wide range of programs and initiatives in the Innovation Lab practice areas.
- Involvement in literature reviews, research, program design, evaluation tools, stakeholder engagement, etc.
- Active participation in cross functional teams with broad exposure inside the organization.
- Process improvement and streamlining support.
- Stakeholder events support and logistics [limited].
- Learning about WoodGreen's programs, their functions, and possible job shadowing opportunities to allow you to get a full range of experiences from this position.

What You Bring to the Team

- Undergraduate or Masters-level student, with an understanding of research methods (both qualitative and quantitative).

As per Canada Summer Jobs criteria:

- Must be no more than 30 years of age at the start of the employment.
- Must have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

What Will Set You Apart

- Strong research and writing skills [**please provide a short writing sample with your application**].
- Solid ability to prioritize and develop plans to manage multiple competing priorities.
- Willingness to learn and be part of a strong team.
- Exposure and experience with project planning or project management considered an asset.
- Understanding of and sensitivity to issues facing vulnerable populations an asset.
- Strong relationship, interpersonal, and verbal and written communication skills.
- Patience, compassion, and sensitivity to deal with different cultures and different levels of abilities.
- Excellent organizational and time management skills.
- Strong computer literacy.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1+ year), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume, cover letter, and writing sample, **quoting the competition # in the subject line**, as follows:

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|-------------------------------------|--|
| WoodGreen employees ONLY to: | hrjobs@woodgreen.org |
| External applicants to: | sblum@woodgreen.org, Attn: Sydney Blum |

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.