



Title: **Outreach and Audience/Community Engagement Coordinator**
Organization: **Children's Peace Theatre**
Job Type: **Full-time Contract Position**
Start Date: April 2019
Duration: **30 hours per week for 42 weeks**
Wage: **\$16.00/hourly**

ELIGIBILITY: This position is funded through the City of Toronto Investing in Neighbourhoods Initiative. Interested candidates must be clients of Toronto Employment and Social Services and be enrolled in Ontario Works.

For more information regarding eligibility, please visit:

<http://www.mcass.gov.on.ca/en/mcass/programs/social/ow/eligibility.aspx>

About CPT

Children's Peace Theatre uses the arts and artistic creativity as critical tools for personal and social transformation. Our mandate is to co-create a culture of peace using an arts based, intergenerational and holistic approach that cultivates ecological, social and spiritual resilience with the individual and the community. We center the voices of BIPOC communities to co-create imaginative solutions for equitable and fair futures for all.

To find out more, please visit our website at www.childrenspeacetheatre.org

Job Description:

Reporting to the Artistic Director and working closely with the Program team and Intergenerational Council, the Outreach and Audience/Community Engagement Coordinator (OAC) is responsible for implementing a comprehensive community engagement plan for Children's Peace Theatre (CPT).

The successful candidate will possess a strong understanding of multiple aspects of community engagement and audience/ participant engagement in an arts or youth sector context, a flair for writing, and a passion for finding innovative ways to get things done on a limited budget. The candidate will have a positive and proactive approach to work and a strong ability to network and develop effective relationships with a wide range of contacts including staff, community members, youth, funders, members and the media.

The Candidate will have experience working in grassroots or community based organizing and understanding of the needs of equity seeking groups.

Key Responsibilities:

- Work with staff and Intergenerational Council to Implement an effective outreach and community development plan;
- Develop appropriate policies and processes for community development for CPT;
- Research and develop plan for a Customer Relations Management database.
- Compose, edit and manage production of a full range of outreach materials, and reports as required;
- Attend Council and community meetings to support community relations;
- Provide support to staff in editing correspondence, reports, funding proposals as required;
- Support youth led projects in outreach and development;
- Answer telephone and other general duties as required to develop, support and promote the Children’s Peace Theatre.

Qualifications

- Degree or equivalent experience in community development;
- Ability to work in a busy office setting and manage competing priorities;
- Solid understanding of the needs of a not-for-profit in the arts and youth sector;
- Strong graphic design skills and knowledge;
- Excellent organizational skills;
- Community-minded;
- Can work independently and as a team player;
- Strong written and oral communication skills;
- Experience with Adobe Photoshop, Illustrator;
- Knowledge of CSS/Java/HTML/Wordpress;
- Knowledge of Microsoft Office Suite, including Word, Excel and Publisher;
- Knowledge of best practices for oral and written communication principles and techniques;
- Database skills and experience an asset;

Children’s Peace Theatre works within an Anti-Racist and Anti-Oppression Framework towards creating a culture of peace and promotes principles of Courage, Compassion and Creativity at all levels of our work.

The successful candidate must be willing to work flexible hours, including some evenings and weekends.

Staff will at all times be responsible for following safe work practices for their own safety

and the safety of other staff and clients and will be required to have a police records check.

How to Apply:

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to **karen@childrenspeacetheatre.org** with **Outreach Coordinator** in the subject line.

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups, Indigenous peoples, and people with disabilities to apply.

We do regret however that at this time our City owned facility will not be wheelchair accessible until Spring 2019. At the time the main floor will become accessible but not the upstairs offices.

We thank everyone for their interest, but only candidates selected for interviews will be contacted.