

## Community Organizer

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### About Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a not-for-profit organization dedicated to providing individuals across the Toronto region and beyond with accessible, free, and affordable educational resources. We offer a safe, supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

### About this opportunity:

Do you have a strong work ethic and a passion for education and community programs? Join TRES, where your contributions will help expand access to meaningful learning opportunities and support personal growth for individuals of all ages. As a Community Organizer, you will lead initiatives and programs that foster community development and engagement. This role emphasizes collaboration, creativity, and inclusion, ensuring individuals of all ages have access to enriching opportunities that inspire growth and belonging.

Key responsibilities are as follows:

- Facilitate educational and recreational programs through interactive workshops and hands-on activities, including sessions such as public speaking, LEGO robotics, and other engaging themes delivered both in-person and online.
- Design and execute initiatives—such as summer camps—that encourage learning, personal development, and community connection.
- Collaborate with schools, libraries, and local organizations to expand program reach, ensure diverse participation, and strengthen community partnerships.
- Lead community outreach efforts to promote programs, raise awareness, and engage participants across the Greater Toronto Area.
- Work closely with a small, dedicated team to support teaching, curriculum design, event coordination, and program planning.
- Communicate program outcomes, achievements, and updates to stakeholders clearly and professionally to demonstrate impact and build support.

- Use digital tools such as Slack, Canva, and Google Workspace to support organization, communication, and program promotion.
- Manage social media platforms and create digital content to boost visibility, encourage participation, and contribute to community engagement.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

#### Requirements:

- Dedication and passion for education, community services, program development, and collaborative work.
- Experience in graphic design, video editing, and/or content creation.
- Strong customer service skills and excellent written and verbal communication abilities.
- Proficiency in Google Workspace and Canva.
- Ability to work 35–40 hours per week, including evenings and weekends based on assigned shifts.
- Willingness and mobility to commute to program locations across the GTA—primarily York Region and Toronto.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15–30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

#### Assets:

- Experience in community outreach, marketing, customer service, or related fields.
- Experience working with diverse community groups, families, or youth populations.
- Fluency in multiple languages (reading, writing, speaking, listening).
- Access to a car and a valid G2/G Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.