

December 11, 2024

Job Posting
(Internal & External)
Project Specialist – Community Arts Engagement and Volunteering
(1-year contract - Full-time)

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to facilitate the well-being of diversified communities through social services. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking a 1-year full-time contract Project Specialist – Community Arts Engagement and Volunteering under the Community Engagement Team. This role will facilitate community-engaged programs and arts-related activities and events aimed at supporting newcomers to integrate into the community through creative expression. Key responsibilities include implementing workshops, coordinating events, and collaborating with local artists and organizations. The Project Specialist will engage participants from diverse cultural backgrounds, fostering a welcoming and inclusive environment that promotes cultural exchange and artistic development across our target service audience and locations in York Region.

The details of this job posting are listed as follows:

Job Title:	Project Specialist – Community Arts Engagement and Volunteering	Unit	Community Engagement
Hours of Work:	37.5 hours/week (required to work irregular hours including evenings, weekends and some holidays)	Application Deadline:	December 27, 2024
Location:	In-person, TCCSA York Centre		
Salary :	\$27.77 per hour		
File #:	#24-24		

Essential Duties and Responsibilities:

- To plan and implement visual arts, music and drama activities with the artistic team for culturally diverse participants;
- To conduct outreach, recruitment and project promotion through various channels including social media and volunteer recruitment websites;
- To plan and organize training workshops, meetings, rehearsals and events;
- To communicate and coordinate external vendors including artists, facilitators, instructors, venues and production crew;

- Proficiency with OCMS, MS Office, Google Services, Zoom, other videoconferences and social media that facilitate work, communication and online marketing, knowledge in graphic software such as Canva is an asset;
- Ability to work effectively both independently and as part of a team in a diverse, multicultural environment;
- Must be able to work flexible hours, including some evenings, weekends and holidays;
- Must be legally entitled to work in Canada;
- Proof of a clear “Vulnerable Sector Screening” with a local police service is mandatory;
- Able to travel in the GTA, has a valid Ontario Driver’s license and access to a car is preferred.

Application

Please send resume and cover letter to TCCSA through email: recruit@tccsa.org by **5:00 pm on December 27, 2024.**

Applicants should quote **File #24-24 Project Specialist - Community Arts Engagement and Volunteering** on the application.

We thank you to all those who are interested in this position. Only selected candidates will be contacted for an interview. No telephone call inquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.