



## **PEACH Innovation Hub Digital Café**

### **Program Coordinator**

Promoting Education and Community Health (PEACH) has received funding from CIRA to implement a pilot project called the Digital Café within the Innovation Hub in partnership with **reBOOT Canada**. The project consists of refurbishing and repairing computers, which will be sourced by **reBOOT**. These will be sold to the community at a very low rate in order to provide those who may not have access to the Internet with the equipment necessary to do so. Other household appliances and home electronics may also be refurbished or repaired for a fee to be sold to the community. A pop-up shop will be open once or twice a week in the PEACH facilities.

PEACH provides transformative, youth-centered, social and educational programs that model what is possible for youth and their families within our Jane and Finch community and the surrounding area. It provides an opportunity to:

- **to bounce back from setbacks**
- **reconnect to education**
- **experience strong adult support, improve learning skills, become engaged in community activities, express themselves, and feel connected**
- **Address mental health and academic attainment**

Two to seven youth interns will be paid to complete the training as provided by reBOOT and Repair Café Toronto volunteers. These youth will also develop the Digital Café pop-up shop as a business requiring them to do sales, marketing and business management. An overall Program Coordinator is also required. Therefore we are looking to fill positions for the Digital Café project funded by CIRA. The project will hire one program coordinator and 2 to 7 youth interns as staff for the project.

The Program Coordinator will manage the development and implementation of the Digital Café Project.

#### **This position's role is as follows:**

- Recruit, mentor and supervise the youth interns for a 21 week cycle
- Develop the curriculum and training program in coordination with reBOOT Canada and Repair Café Toronto
- Coordinate the outreach to the community for a mobile and Pop-up Shop Repair Café
- Develop and use reporting tools for PEACH and CIRA to evaluate the program



**Skills and experience required:**

- Post-secondary education in computer/ engineering/electronics or related field and/or equivalent experience
- Excellent Project management skills
- Experience teaching, mentoring and working with marginalized and vulnerable communities
- Experience with human resources management
- 3-5 years business management experience
- Experience in outreach and building community networks
- Demonstrated ability in program planning and coordination
- Strong communication and interpersonal skills; dedication to team building
- Ability and willingness to learn new skills
- Excellent problem solving skills
- Ability to work as part of a team
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Ability to be organized and work independently with minimal supervision
- Commitment to working from a community development perspective
- Commitment to working cooperatively in a community based setting as part of an interdisciplinary team
- Ability and experience working in a computerized environment
- Reside in the Jane and Finch community and the surrounding communities considered an asset
- Have a second language spoken in the community considered an asset
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer
- Valid Ontario driver's license and occasional access to a vehicle considered an asset
- Ability to work flexible hours (evenings and weekends)

**Term: 10 Month Contract (1 FTE) – 1 position available**

**Hours of Work: 20 hours per week for 42 weeks**

**Salary: \$20.00/hr**

**Start Date: early to mid July 2016**

Please provide a cover letter and resume to the attention of: **Hiring Committee at**

***Info@peachyouth.org***

***127 Eddystone Ave., Toronto, Ontario M3N 1H5***

***Fax: 647-439-1726***

The deadline is, **June 15, 2016 – 11:59pm**

**We thank all applicants for their interest but regret that only those selected for an interview will be contacted.**

**PEACH is committed to employment equity and encourages applications from women, visible minorities, persons with disabilities and aboriginal people.**



**In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.**