Training and Resources Assistant (Canada Summer Jobs)

CONTRACT – Canada Summer Jobs Contracts (30 hours/week for 9 weeks – 270 hours total)

LGBT YouthLine is an anti-racist, youth-led organization that connects 2SLGBTQ+ youth (29 and under) across Ontario to resources and community through peer support, training, advocacy, and referrals.

position is This funded by *Canada Summer Jobs*. Applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be part of the 2SLGBTQ+ community.
- Be a Canadian citizen, permanent resident, or person with refugee protection under the Immigration and Refugee Protection Act for the duration of employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with provincial/territorial legislation.

Compensation:
- $21.00/hour + 4% Vacation Pay
- Paid Sick Time

Responsibilities
The responsibilities outlined below are optional directions for the role; the skillset and interest of the selected candidate will determine which responsibilities are the focus.

Curriculum Development and Training Support

- Assist with developing and editing YouthLine's e-learning curriculum for volunteers, staff, and board members, including content writing, video creation, and graphic design.
- Co-facilitate peer support training cohorts and lead peer support scenarios.
- Create and implement accessibility checklists for training modules and sessions.
- Upload content onto YouthLine's Learning Management System (LMS).

Resource and Referral Support

- Research and compile resources relevant to 2SLGBTQ+ youth on topics such as health, housing, and education.
- Assist with updating and maintaining YouthLine's referral database.
- Create resource highlights for newsletters, training, and social media.
- Write resources and referral-based content to support volunteers and training.
- Support the development of processes for referral and resource database management.

Community Engagement

- Act as a contact person for volunteers during training periods.
- Support online and in-person Pride events and outreach programs to promote YouthLine's services and volunteer recruitment.

General Support

- Participate in feedback and review processes for curriculum and resource development.
- Attend YouthLine meetings and events as required.
- Perform other duties as assigned.

Required Skills
- A strong understanding of and commitment to anti-oppression and anti-racism through lived, theoretical, and practical methods.
- Knowledge of the diverse issues facing 2SLGBTQ+ youth in specific regions and/or across Ontario.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office applications.
- Ability to work both independently and collaboratively.

Work Environment
- Hours of Work: 30 hours/week

- Location: Hybrid In-Person/Remote. Ability to work from our fully accessible office in central Toronto required at times, otherwise will be home-based. Access to reliable internet and laptop is required.
- Supervision: This position is supervised by the HelpLine and Outreach Manager.
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Application for Consideration

- Application deadline: May 5, 2025
- Submit a resume and cover letter to jobs@youthline.ca focusing on demonstrated skills and why the position appeals to you.
- Due to limited resources and time constraints, only candidates selected for interviews will be contacted.
- Contact jobs@youthline.ca for questions or accommodations in the application process.

LGBT YouthLine only considers applicants who identify as part of the 2SLBGTQ community. Grounded in principles of anti-racism and anti-oppressions, we recognize and encourage applications from communities that are further marginalized in employment opportunities, including: Black, Indigenous, and people of colour, trans-feminine people, disabled people, people with experiences of migration, and people who have experiences of poverty. **Applicants are strongly encouraged to self-identify in their cover letters, which will be kept confidential.**