

JOB POSTING – COMMUNITY ORGANISER

Location: Kitchener, Ontario

Position Type: Full-Time

Wage: \$17.20/hour

Start Date: as soon as the position is filled

Duration: 14–16 weeks

Hours per week: 35

Age Requirement: 15–30 years (Canada Summer Jobs eligibility)

Work Schedule: Flexible hours, including evenings and weekends

ABOUT THE SOCIAL DEVELOPMENT CENTRE (SDC)

Rooted in community since 1967, the SDC supports grassroots, equity-seeking, and underrepresented groups in Waterloo Region through programming, advocacy, and systems change. We focus on Housing & Homelessness, Grassroots Infrastructure, and Lived Expertise, working alongside peer workers, community advocates, and residents with direct experience of systemic barriers.

Our current programs include:

- Eviction Prevention & Tenant Organizing
- Lived Expertise Support
- Civic Hub Waterloo Region
- Plan to End Chronic Homelessness
- Festival of Neighbourhoods

Learn more: www.waterlooregion.org

WHY WORK AT THE SDC?

We are building a flexible, collaborative, and anti-oppressive workplace rooted in principles of mutual aid, accessibility, and shared decision-making. Our office at St. John's Church is co-located with St. John's Kitchen, placing us in the heart of community efforts for housing, food, and wellness.

As a staff team, we are committed to creating space for lived experience, cultural humility, and intergenerational knowledge sharing. You'll be joining a place where your skills and identity

matter – where you're not just doing a job, but helping shape systems of care and justice in your community.

ABOUT THE ROLE: COMMUNITY ORGANISER (CIVIC HUB WATERLOO REGION)

You will work closely with the Civic Hub Program Coordinator to support over 50 grassroots groups in the region, many led by equity-deserving communities. This is a people-centered role that combines community engagement, administration, and media support.

Your responsibilities will include:

- Coordinating Civic Hub space bookings and maintaining the booking system
- Hosting weekday, evening, and weekend events (3–4 times weekly)
- Supporting groups with technology and accessibility needs
- Organizing monthly potluck dinners or lunches (3rd Wednesday of the month)
- Taking and organizing photos of events (with consent)
- Producing monthly newsletters and responding to community email inquiries
- Maintaining welcoming and clean common spaces
- Supporting the bi-weekly Civic Hub Podcast (recording, editing, uploading)

WE'RE LOOKING FOR SOMEONE WHO:

Values & Experience:

- Is committed to social justice, equity, and community-led change
- Thrives in relational work with racialized, newcomer, and marginalized communities
- Has experience with event coordination and/or community facilitation
- Can work evenings and weekends regularly
- Brings a willingness to learn, adapt, and contribute as part of a small, mission-driven team

Assets, not requirements:

- Familiarity with Canva, Google Drive, audio editing tools
- Experience using Instagram or social media for engagement
- Comfort with basic photography (for community storytelling)
- Knowledge of grassroots or mutual aid organizing

Education & Eligibility:

- Post-secondary education in Community Work, Social Work, Political Science, Sociology, or a related field is an asset
- You must meet Canada Summer Jobs criteria:
 - Be between 15–30 years of age at the start of employment
 - Be a Canadian citizen, permanent resident, or have refugee protection status
 - Be legally entitled to work in Ontario

Note: International students are not eligible

A COMMITMENT TO EQUITY

We believe that those most impacted by systemic barriers bring essential wisdom and leadership. We **strongly encourage applications from:**

- Indigenous, Black, and racialized candidates
- 2SLGBTQIA+ individuals
- Newcomers, immigrants, and refugees
- Youth with disabilities or chronic health conditions
- People with lived experience of poverty, housing insecurity, or displacement

We will make accommodations during the application and interview process upon request.

HOW TO APPLY

Please send your **resume** by **May 11, 2025** to:
sdc.canadasummerjobs@waterlooregion.org

Only applicants selected for an interview will be contacted.

Let us know if you require accessibility accommodations. We are happy to support you.