

[Position Title: Community-Engaged Learning Partnerships Assistant](#)

Would you like to connect to community organizations and social justice issues? Do you want to build skills for your future career? Join us at the Centre for Community Partnerships!

[Terms of Employment](#)

Start Date: June 9, 2025

End Date: 6 months from the start date

Hours of Work: 5 days a week (8:45am – 5pm, 1-hour unpaid lunch break), occasional evenings and weekends required

Location of Work: 569 Spadina Cres, Suite 315

Number of positions: 1

Campus Location: U of T St. George

Remuneration: \$25 per hour

[About](#)

The Centre for Community Partnerships connects students with opportunities to act and learn from intentional community-based experiences outside the classroom, while building sustainable partnerships with community organizations across the GTA and Peel regions. These mutually beneficial partnerships help students on all three University of Toronto campuses deepen their understanding of the social, cultural, ethical, and political dimensions of civic life through hands-on experiences working with Toronto's social sector.

The mission of the Centre for Community Partnerships is to work in partnership with students, staff, faculty, communities, non-profit and public organizations to catalyze and sustain socially responsive community-engaged learning and research.

In its work, the CCP is committed to the values of community engagement, access, reciprocity, and social justice.

[Description](#)

As a Community-Engaged Learning Partnerships Assistant, you will support various [co-curricular initiatives](#) at the Centre for Community Partnerships, such as Alternative Reading Week, Community Days and the Volunteer Fair, with an emphasis on the planning, organizing and maintaining communication with community partners. You will be working in a team-oriented and supportive environment, where you will get hands-on experience with a wide range of projects and gain a behind-the-scenes perspective on the Centre's co-curricular programming.

The Community-Engaged Learning Partnerships Assistant will play an integral role in supporting co-curricular initiatives at the Centre. Some of these key responsibilities include:

- Supporting the planning, organizing and delivering of the department's co-curricular programming for 2025-2026
- Supporting community partner and student outreach for co-curricular programming for 2025-2026
- Maintaining partnership communication, tracking of communications, and documentation of active collaborations.
- Supporting the logistics of co-curricular programs as needed
- Supporting the creation of a monthly student-facing newsletter
- Promoting programs through outreach activities (orientation week, tabling etc)
- Other duties as required

Qualifications

- Demonstrated interest in community work, education and/or social justice
- Familiar with the principles of community-engaged learning and an asset-based approach to community work
- Experience working with diverse stakeholders such as students, staff and community partners in non-profit and public sector organizations
- Demonstrated excellent written and verbal communication skills with an interest in developing outreach materials
- Interest and/or experience in program development and implementation
- Ability to work independently and in a team
- Adept with Microsoft Office
- Openness and commitment to working with diverse communities in an equitable manner
- Experience with the University of Toronto or the Centre for Community Partnerships is an asset

A successful candidate is...

- Team-oriented
- Proactive and takes initiative
- Willing to learn
- Strategic
- Creative

We encourage applicants with intersectional identities who face barriers to employment – particularly African, Caribbean, Black, Indigenous, racialized, 2sLGBTQ+, and disabled persons.

To apply:

- Email your application (cover letter and resume should be a **single** document with the name of the applicant included in the file name) to info.ccp@utoronto.ca to be considered for the role.

- Confirm in your cover letter that you are available to work from Monday to Friday, 8:45 am to 5 pm.
- Deadline to apply is Monday, May 19, 2025 - 11:59pm. Applications received after the deadline of Monday, May 19, 2025 – 11:59pm will not be considered. Only those applicants considered for an interview will be contacted.