



COUNCIL OF AGENCIES SERVING SOUTH ASIANS (CASSA)

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Job Posting **Outreach Coordinator**

Contract: 26 hours per week (including some weeknights and weekends) for 52 weeks.

Pay Rate: \$15/hour

This position is being funded by Investing in Neighbourhood (INN), a Toronto Employment & Social Services (TESS) initiative.

Description: **Outreach Coordinator will coordinate CASSA's community outreach to promote its events and programs and form relationships with individuals/ groups, stakeholders and other community partners to increase the awareness about CASSA's projects**

- Outreach and recruit participants for various aspects of the project
- Coordinate CASSA's community outreach and support its mission, mandates and engagement
- Promote CASSA's events and programs through effective direct outreach techniques
- Form relationships with individuals , stakeholders and community partners
- Communicate effectively and efficiently to increase awareness about CASSA's community projects through media
- Organize outreach booths at various events and festivals
- Help with other duties as assigned

Qualifications:

- Post secondary education with some experience in community outreach
- Excellent communication and interpersonal skills

- Strong computer skills for database generation and creation of flyers, posters for event promotion
- Good creative writing skills to prepare media releases, project briefs and promotional materials for CASSA's events
- Ability to work independently with minimum supervision
- Knowledge of one or more South Asian languages is an asset
- Some experience in the not-for-profit sector
- Willing to work flexible hours