



Outreach Assistant

CONTRACT – Canada Summer Jobs (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.

This position is 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

Position Summary

The Outreach Assistant will work closely with the Northern, Rural, Remote, and Indigenous Outreach Specialist to support outreach initiatives aimed at building meaningful relationships with 2SLGBTQ+ youth and communities in these areas. This role includes assisting with outreach at events such as Pride events, supporting project development, and enhancing YouthLine's presence and connections in Northern, rural, remote, and Indigenous communities across Ontario.

Responsibilities

- Assist the Northern, Rural, Remote and Indigenous Outreach Specialist in meeting and building partnerships with 2SLGBTQ+ youth and communities in Northern, rural, remote, and Indigenous areas.



- Support outreach activities, including tabling at Pride events in these regions to promote YouthLine’s services and volunteer recruitment.
- Contribute to projects aimed at strengthening YouthLine’s relationships and outreach initiatives in Northern, rural, remote, and Indigenous communities.
- Support the maintenance and updating of Northern Ontario outreach lists and collaborate with the NRRI Specialist on outreach strategy.
- Provide logistical and administrative support for outreach activities, including scheduling, event planning, and follow-up.
- Collaborate with the team to develop and distribute outreach materials tailored to these communities.
- Participate in YouthLine meetings and events as needed.
- Other duties as assigned.

Required Skills

- Strong understanding of anti-oppression and anti-racism principles, demonstrated through lived, theoretical, or practical experience.
- Knowledge of and comfort with the diverse issues facing 2SLGBTQ+ youth, particularly in Northern, rural, remote, and Indigenous communities.
- Strong interpersonal and communication skills, both written and oral.
- Ability to work collaboratively in a team setting and independently when required.

Assets

- Experience in outreach, event coordination, or community engagement.
- Knowledge of 2SLGBTQ+ youth communities in Northern, rural, and remote areas of Ontario.
- A valid driver’s license and access to a vehicle.
- Experience with content creation, facilitation, or resource development.

Work Environment

- YouthLine’s working office hours are Monday – Friday 10 AM – 6 PM EST. Hours and location of work may vary based on outreach events and community needs.



- Location: Hybrid In-Person/Remote. While most work will be home-based, the ability to travel to Northern, rural, remote, and Indigenous communities for outreach activities is required. Access to a reliable computer and internet is required.

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 2SLGBTQ 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.**