



# Student Placement Opportunity

**Position: Education and Training Student Placements**  
(Opportunities open on an ongoing basis)

**Program: Education and Training**

**Reports to: Manager Education and Training**

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## About The 519

The 519 is a City of Toronto agency committed to the health, happiness and full participation of LGBTQ individuals and communities. Through our innovative model of Service, Space and Leadership, The 519 strives to make a real difference in people's lives, while working to promote broader inclusion, understanding and respect.

## Programs related to this placement

The 519 Education and Training team provide organizations with the insight, tools and understanding to create environments that are LGBTQ-inclusive, respectful and welcoming. We create custom curriculums for each organization, providing training that's relevant to your context. Individual modules can be selected based on your unique requirements.

- LGBTQ Inclusive Environments (workplace and service provision)
- Trans Inclusive Environments (workplace and service provision)
- A Roadmap to Full Inclusion: Fostering environments that are inclusive of gender identity and gender expression
- LGBTQ Inclusive Learning Environments (schools, colleges and universities)
- Inclusive Care Environments for Older LGBTQ People
- LGBTQ Inclusive Sport and Recreation Environments
- Meeting the Needs of LGBTQ Newcomers and Refugees
- Inclusive Environments for LGBTQ Families
- Inclusive Shelter Environments for LGBTQ Youth and Adults
- Queer-Positive Prenatal Class
- Queer and Trans Family Planning (in partnership with The LGBTQ Parenting Network)

Our training facilitators have lived experience within the LGBTQ community, and provide meaningful personal insight that supports the development of LGBTQ-inclusive environments.

## Purpose of this placement

Placement students support the staff team to plan and deliver programming within a growing and dynamic education and training team. The team work to accomplish professional training and capacity building deliverables for the organization and a wide range of external stakeholders. This includes developing training designs, conducting on-and off-site training, building and maintaining community partnerships, and developing and delivering fee-for service based education and training services to the non-profit and corporate sector.

## Responsibilities

- Under the leadership of the Manager, Education and Training, supports The 519's education and training programs including supporting the content, design and development processes to standardize curriculum, content and materials.
- Supports the facilitation of various workshops and training sessions to a wide variety of stakeholders within non-profit and private sector environments and ensures the timely distribution of resource packages and evaluation forms for training participants.
- Supports the administration of The 519's overall education and training services framework.
- Supports The 519's evaluation activities.
- Supports the maintenance of a high level of customer service with all of our education and training stakeholders.
- Supports the community development process for projects, including the establishment of community-led/peer-driven committees and develops programming to support specific training initiatives.
- Supports appropriate record-keeping, conducts research and analysis.
- Abides by The 519's policies procedures and complies with all applicable legislation and regulations including coordination and training of volunteers, confidentiality, MFIPPA and purchasing and inventory control systems.
- Participates and supports The 519's broad activities and other related policies and procedures.
- Other duties as assigned.

## Skills and Experience

- Experience in program/event planning and implementation
- Experience with group facilitation.
- Ability to work as part of a team in a supportive manner with enthusiasm and energy.
- Ability to approach and support community members in a welcoming and friendly manner.
- Possess strong communication skills.
- Possess a desire to help affirm and celebrate LGBTQ people.
- Possess a non-judgmental attitude.
- Able to arrive on time; must give agency sufficient notice if they will be absent.
- Able to become familiar with The 519's policies and procedures and follow them.

## Assets

- Lived experience as an LGBTQ person and within Toronto's LGBTQ communities.
- Experience as a participant or volunteer in social groups or organizations for LGBTQ communities.
- Knowledge of programs and services for LGBTQ communities.

## Time Commitment

Agreed for each placement.

## **Interviews, Training and Orientation**

Successful applicants must be available for interviews and training and will be contacted for an interview with the Manager Education and Training.

Training will include a general orientation to the history, values, policies and space of The 519, and specific program needs and practices.

## **Application Instructions**

Submit an application, cover letter and resume to [StudentOpportunities@the519.org](mailto:StudentOpportunities@the519.org) – ongoing.