



MC Program Coordinator Job Posting: September 2020

APPLICATION DEADLINE: OCTOBER 4TH 2020

About Unity Charity:

Unity Charity uses hip hop art forms to promote resilience and well-being among youth, building healthier communities. Unity engages youth 12 to 29 by implementing school and community programs helping youth positively express their stress and develop skills for success. Unity empowers youth to make better choices as leaders, mentors and positive community role models leading to more productive citizens, safer schools, and healthier communities.

About the MC Program Pilot Project:

Funded by the Ontario Trillium Foundation's 'Seed' Granting stream, Unity aims to develop a new program and approach to imparting MC/Rap/Hip Hop specific creative and business skills in independent, underserved MCs in the City of Toronto. Unity will use an experiential development/learning approach, consulting with community organizations, established artists, and community leaders to co-create a program and test it over a number of weeks with a group of 15 youth artists, periodically evaluating and revising the program based on their feedback.

About the Role

Contract Type: Contract, Part Time
Start Date: October 26th 2020
End Date: September 17th 2021
Contract Length: 45 weeks
Hours: 24 hrs/week
Reports to: Programs Director
Direct Reports: NA
Hourly Rate: \$20.00 (Total contract value: \$21,600)

Role Description: As the MC Program Coordinator, you will be active and accountable in the areas of Project and Grant Management, Curriculum and Program Design, MC Program

Coordination, and Program Communications/Relationship Management:

- **Project and Grant Management:** take lead on managing project/grant timelines and deliverables to ensure granting expectations and milestones are met.
- **Curriculum and Program Design:** work with leadership and programs teams to coordinate program and curriculum consultation sessions with appropriate stakeholders; work with artists, staff, and consultants to lead curriculum and program design and implementation.
- **MC Program Coordination:** lead coordination of MC Program, including booking, managing and supporting artists and guest facilitators in workshop preparation and delivery, evaluations and reporting, outreach and youth engagement, and other program/grant requirements as needed.
- **Program Communications/Relationship Management:** communicating with stakeholders, consultants, artists, staff, youth and others regarding program updates and needs, and managing and stewarding the relationships necessary to the program's success.

Key Skills and Qualifications:

Required:

- 2-3 years of experience in project coordination and grant management in the non-profit sector
- 2-3 years of experience with arts programming and workshop/curriculum design
- 2-3 years of experience at youth serving organizations
- Exceptional communication skills, both written and verbal
- Exceptional ability to organize and plan for multiple project timelines simultaneously
- Relationship with / background in one or various Hip Hop art forms or communities, especially MC communities in the GTA
- Strong commitment to and understanding of anti-oppressive frameworks and their application in youth and community spaces

Other Assets:

- Strong accountability and ability to work to tight deadlines
- Strong attention to detail
- Ability to identify and convey problems as they arise to leadership and team members
- Ability to support the growth and development of youth and artists through thoughtful and responsive communications and leadership
- Passion for the Unity mission, and the wellness and resilience of Canadian youth

Unity advocates for individuals from diverse backgrounds and encourages applications from BIPOC individuals and individuals with varying abilities. Those with diverse abilities who need accommodation in the application or interview process, or those needing job postings in an alternative format, may contact maddie.l@unitycharity.com

How to Apply: To apply for this role, please forward your cover letter (less than one page) and resume to Maddie Lee at maddie.l@unitycharity.com by 5:00PM on Sunday, October 4th.

Unity sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted.