



Student Christian
Movement of
Canada
103 Bellevue Ave
Toronto, ON
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Job Description: Summer Festival & Resource Coordinator

The Festival & Resource Coordinator will assist with planning, logistics, and follow-up for the Cahoots festival (May 21-24 2025), as well as communications and resource creation. The Festival & Resource Coordinator will work closely with SCM's National Coordinator.

This position is for 9 weeks at 30 hrs/week and \$24.60/hr. The work term is expected to be May 4- July 3rd. May 4th-29th is definite, however some flexibility is possible for the other five weeks of employment.

This position is primarily remote/wfh, but will require the employee to be on-site at Pearce Williams Christian Camp for the Cahoots Festival May 21-24.

We are looking for someone who has...

The job requirements below describe the ideal candidate. It is recognized that the successful candidate may not meet all of the below requirements and may require support in certain areas.

- An understanding of the political and theological orientation of social justice and faith movements
- Experience or exposure to SCM's work on a national or regional level and/or experience in an organization with similar vision
- An interest in the Christian ecumenical movement and in working in such an organization.

- A commitment to working in an anti-oppressive framework, including anti-racist, decolonizing, feminist, and LGBTQIA2+ inclusive & affirming.
- The desire to develop skills in event planning, resource creation, and digital communications within the framework of faith-based organizations.
- Skills in writing, art/graphic design, communication, and familiarity with digital tools (would be an asset).

As an organization that values diversity and equity, we encourage applications from Racialized, Indigenous, Disabled/Neurodiverse, and LGBTQ2+ applicants. If you feel comfortable doing so, please self-identify in your application if you belong to (one of) these community/ies.

Specific Responsibilities & Tasks

Cahoots Festival:

- Participate in meetings of the Core Organizing committee
- Participate in group decision making
- Work independently to accomplish assigned tasks
- Assist in pre-festival communications with participants
- Communicate with speakers/facilitators to ensure their needs are met
- Be a visible point person at the four-day festival
- Brainstorm and enact solutions to emerging problems with the festival team
- Support in set up and tear down
- Conduct a feedback survey on success and challenges of the festival & generate recommendations for follow up.

Communications:

- Assist with electronic correspondence
- Create and post content for social media, using Canva and other digital tools
- Assist with preparing electronic newsletters using Mailchimp
- Monitor social media and respond to comments and messages

-Assist with updates and edits to website

Resource creation

-Propose a social justice topic around which to create a faith resource (ex. Bible study series or devotional zine)

-Research and write content for their proposed resource

-Design and lay-out the resource using digital tools

-Produce a polished final product in PDF form

Canada Summer Jobs Requirements

As this position is funded partially through the Canada Summer Jobs program, participants must meet the following eligibility requirements:

- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*

- Must be between the ages of 15 and 30

- Must be legally entitled to work in Canada, including having a valid SIN.

How to Apply

Please submit your CV or resume and a cover letter describing your interest in the position directly via email to SCM National Coordinator Bailey Eastwood at bailey@scmcanada.org by **April 23rd, 2026**.

About SCM & Cahoots Festival

We are a student-led network of community and faith in action. Main activities: leadership development for students; creating study resources; organizing an annual festival; coordinating a national network; organizing exposure trips for students; advocating for safer spaces for marginalized students (including ethnic minorities, LGBTQ2IA+, Indigenous, and people with disabilities); promoting

