Community Engagement Designer & Event Facilitator

About the Innovation Hub

The Innovation Hub is a student-driven research collective that uses a peer-to-peer approach to understand the needs of U of T students. Campus partners provide us with real design challenges, and we hire teams of interdisciplinary students to work on each project using a consulting model. Student team members are empowered to understand their peers' needs using human-centered design and learning as they go, building confidence through practical work experience. Our projects range in scope from designing campus spaces and services, policy evaluation, listening to the needs of students from equity-deserving groups, ideating for the future, and more.

Working at the Innovation Hub

At the Innovation Hub, student employees are central to our work. We seek to design *with* students rather than *for* students. Working at the Innovation Hub, you will join a collaborative, interdisciplinary team of passionate people. You'll learn valuable skills that can be applied across various career contexts. Most importantly, you will meet great people, have fun, and join a vibrant and innovative community. Everyone is welcome here. The Innovation Hub is also a big commitment. We suggest you read about our work prior to applying on our website at uoft.me/innovationhub and learn more about our roles at uoft.me/iHubWorkStudy.

Anti-Oppression Commitment

The Innovation Hub is committed to being equitable, anti-oppressive and to prioritizing the lived experiences of marginalized students. As such, any forms of discrimination will not be tolerated, including but not limited to racism, sexism, islamophobia, homophobia, transphobia, ableism, and anti-Semitism.

Technology Resources Required

Students are required to have a working laptop or device that can connect to the internet with the ability to access MS Office 365.

Community Engagement Designer & Event Facilitator Description

The **Community Engagement Designer & Event Facilitator** team is the heart of the Innovation Hub, working to create community across our large and multidisciplinary team of student staff. The team consists of a dynamic, creative, and passionate group of students who "bring life" to the Innovation Hub. The team helps create vibrant, inclusive, and equitable spaces for *all* students.

The Community Engagement portion of this role involves planning fun social events for our team and the broader U of T student community. The team is also responsible for regularly developing professional skill-building activities for team members to enhance their learning during their time at the Innovation Hub.

The Event Facilitator aspect of this role involves working on short-term feedback projects for partners in the U of T community with an immediate goal of improving student experiences in a specific area. These projects involve collecting empathy-based feedback from students and quickly translating the feedback into insightful reports for our partners.

Job duties include:

- Event planning & facilitation for various events, including social events, professional skill-building activities, and others
- Creating community engagement opportunities for all team members at the Innovation Hub both in person and asynchronously via MS Teams
- Plan and facilitate quick feedback events to empathize deeply with students and other stakeholders and understand the complexities of human-centred research and design
- Collect qualitative research through some of the following activities: user experience data collection, empathy-based interviewing, community-based co-creation, collaborative ideation, visioning and more
- Transform data analysis and findings into compelling needs-based insights, principles and/or recommendations that can inspire action
- Communicate with persuasive, plain, and accessible language and story-telling techniques that drive impact in diverse audiences

Qualifications:

- Event planning and/or community building experience with diverse groups of people

- Qualitative research skills such as interviewing data analysis, insight formation & knowledge translation skills
- Patience & conversational skills
- Ability to work on a team & integrate diverse perspectives
- Exceptional written and oral communication skills
- Creativity & innovative thinking
- Desire to enhance the student experience at UofT
- Reliability and accountability

How to Apply

To apply to the Innovation Hub, students can submit their application through this Microsoft Form: https://forms.office.com/r/V6W2D1ggMH

Job applications are accepted on a rolling basis, with interviews to follow. The application deadline is **Tuesday, August 20th, 2024, at 11:59 pm**

Questions

If you have questions about the role, email innovationhub@utoronto.ca for more information.