

Canada Summer Jobs

Job title: Community Worker
Compensation: \$14.35 per hour plus 4% vacation pay
Hours: 35 hours per week
Start / End Date: October 18 – December 10, 2021 (8 weeks)
Reports to: Project Manager, Sustainable Communities

Posting Date: October 14, 2021
Reference Number: CLNU-2021-11A
Deadline to apply: October 25, 2021, 5 pm

To apply, please submit a letter outlining your relevant experience and including your contact information to the Office Manager at jobs@culturelink.ca, quoting the reference number. **Please check the qualifications below to be sure you are eligible before you apply.**

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is NOT bargaining unit position.**

Job Summary:

The Community Worker will assist with programs in the Community Services department, depending on their skills and interests. Program locations may include the CultureLink Community Bike Hub at 15 Tobermory Drive, the CultureLink Children and Youth Centre at 3535 Dundas Street West, and the Toronto Public Library (Parkdale branch). Given the public health conditions, programs have been modified and some work will be carried out from home.

This opportunity is funded in part by the Government of Canada's Canada Summer Jobs Program.

Duties

- Assist in planning and organizing of community programs
- Develop outreach materials to promote CultureLink programs
- Collect community and government resources from across the City
- Attend community partner meetings, in addition to all required team and agency meetings
- Day-day-day administrative procedures: printing, photocopying, faxing and proficiency in Microsoft Office Programs (Word, Excel, PowerPoint)

Required Work Capacities

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings;
- Non-physical demands: Following a schedule, maintaining attendance/punctuality; variety of tasks, access to a computer for a minimum of 7 hrs /day
- Social/emotional demands: Teamwork; working closely with participants and co-workers
- Cognitive/mental demands: Initiative; adaptability

Qualifications

- **15-30 years of age**
- A Canadian citizen, or permanent resident or a protected person as defined by the immigration and Refugee Protection Act and legally entitled to work in Canada
- Ability to use Microsoft Office, online meeting applications (i.e. Zoom, Teams), various social media platforms.