

**Student Placement with CultureLink**  
**Anti-Racism Action Program**  
**Position Description, April 2022**

|                                |  |
|--------------------------------|--|
| Placement Posting Number:      | CLPS-2022-04   |
| Purpose:                       | To assist newcomer women in an anti-racist, arts and digitally-based engagement project  |
| Title:                         | Student Placement – Women of Courage: All of our Stories Project   |
| Location:                      | Toronto  |
| Key Responsibilities/benefits: | <p>Student placements will have the opportunity to contribute to the activities outlined below. All duties will be performed under the supervision of CultureLink’s staff:</p> <ul style="list-style-type: none"> <li>• Assist women with the translation of their stories into English</li> <li>• Conduct interpretation when needed</li> <li>• Fluent in English and another language used in the following countries: - India, Pakistan, Afghanistan, Nepal, Tibet, The Philippines, China, Bangladesh, Sri Lanka, Caribbean countries, Syria, Somalia, Eritrea, Ethiopia and other African countries</li> <li>• Fluent in French an asset</li> <li>• Improve understanding and sensitivity to issues affecting newcomer women</li> <li>• Provide research on the cultural backgrounds for stories</li> <li>• For those who are skilled in technology and social media, assist women navigating these areas</li> <li>• Participate in staff meetings and agency events</li> <li>• Other duties as assigned by assigned supervisor.</li> </ul> |
| Reports to:                    | Manager, Special Projects  |
| Length of Commitment:          | At any time during the school year.  |

|                      |   |
|----------------------|---|
| Time Commitment:     | Open.   |
| Requirements:        | <ul style="list-style-type: none"> <li>• Up to date Vulnerable Sector Screening (Police Reference Check)</li> <li>• Proof of completion of an approved course of vaccination against COVID-19 at least 14 days prior to commencing placement activities or provide documentation to support an exemption based on grounds covered by the Ontario Human Rights Act (i.e. Medical exemption).</li> <li>• Commitment to anti-racism and combating other forms of discrimination</li> <li>• Ability to work cooperatively as part of a team and to give input into program</li> </ul> |
| Application Process: | <p>Send the complete application form, resume and cover letter to <a href="mailto:placement@culturelink.ca">placement@culturelink.ca</a> at least six weeks ahead of placement start date.</p> <p>Include the posting number in the subject line of the email message.</p> <p>Application will be reviewed and qualified candidates will be invited for an interview with potential supervisor.</p>   |