

Student Placement with CultureLink
IT Security Bridge Training Program
Position Description, April 2022

Placement Posting Number:	CLPS-2022-05
Purpose:	To assist newcomer professionals with IT or related backgrounds to meet their settlement, learning and employment needs
Title:	Student Placement – IT Security Bridge Training Program
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"> • Promote the CultureLink IT Security Bridge Training Program • Establish positive relationships with CultureLink’s staff, potential students and external partners • Assist with outreach activities and events to recruit eligible clients • Help performing intake assessment/ registration process including assessment interviews • Provide program information and internal referrals if needed to meet the other settlement needs of clients • Follow up with clients as requested • Support in program planning/ group facilitation if needed • Help promote program activities / events on social media • Be familiar with statistical and progress reports • Participate in staff meetings and agency events
Reports to:	Manager, Employment Services
Length of Commitment:	At any time during the school year.

Time Commitment:	Open.
Requirements:	<ul style="list-style-type: none"> • Up to date Vulnerable Sector Screening (Police Reference Check) • 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). • Commitment to anti-racism and combating other forms of discrimination • Ability to work cooperatively as part of a team and to give input into program
Application Process:	<p>Send the complete application form, resume and cover letter to placement@culturelink.ca 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>