

Canada Summer Jobs

Job title: Community Worker (Two Openings)
Classification: Canada Summer Jobs
Compensation: \$15.00 per hour plus 4% vacation pay
Hours: 35 hours per week
Start / End Date: July 4 to August 26, 2022 (8 weeks)
Reports to: Program Assistant Manager, Community Services at PCI Site

Posting Date: June 3, 2022
Reference Number: CLNU-2022-08
Deadline to apply: Friday, June 17, 2022

To apply, please submit a letter outlining your relevant experience and including your contact information to the Executive Assistant 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:

CultureLink's Parkdale Community Information (PCI) Program provides community programs and services to vulnerable populations, including newcomers/refugees, seniors, low-income individuals and families in Parkdale. This position will work at CultureLink's PCI site to support community program development in Parkdale. This individual will work with the Program Assistant Manager and staff to assist in the planning and organizing of community programs/meetings to support the vulnerable populations including seniors in Parkdale. They will develop outreach materials to promote CultureLink programs and update community & government resources, and demographics from across the City. Additionally, they will attend virtual community partner meetings to sustain community connections and development. *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

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
- Satisfactory Vulnerable Sector Screening (police check)
- Ability to use Microsoft Office, online meeting applications (i.e. Zoom, Teams), various social media platforms
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- **Fluency in Ukrainian language is a strong asset**