

## Job Posting

<b>Job title:</b>	<b>Community Worker</b>
<b>Classification:</b>	<b>Canada Summer Jobs</b>
<b>Compensation:</b>	<b>\$16.55 per hour plus 4% vacation pay</b>
<b>Status:</b>	<b>30 hours per week</b>
<b>Start/end date:</b>	<b>July 2, 2024 until August 26, 2024</b>
<b>Reports to:</b>	<b>Manager, Community Services</b>
<b>Posting Date:</b>	<b>May 10, 2024</b>
<b>Reference Number:</b>	<b>CLNU-2024-11</b>
<b>Deadline to apply:</b>	<b>June 7, 2024 at 5:00PM</b>

To apply, submit your cover letter and resume by email to the Executive Assistant at [jobs@culturelink.ca](mailto: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 a non-bargaining unit position.

### Job Summary:

The Community Workers will assist with the planning and delivery of programs for newcomers to Canada and other marginalized residents. They will gain insight and skills to address individual and community needs, and valuable work experience in a social services agency.

The ideal candidate will develop client service, team work, communication and digital skills during this placement.

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

### Duties

- Developing outreach materials to promote CultureLink programs
- Registering participants, answering questions
- Facilitating programs (under direction of regular program staff)
- Collecting community and government resources from across the city
- Attending community, team and agency-wide staff meetings
- Administrative duties (filing, photocopying, etc.)

### 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
- Social/emotional demands: Teamwork; working closely with participants and co-workers
- Cognitive/mental demands: Initiative; adaptability

### Qualifications:

- Satisfactory Vulnerable Sector Screening with the past six months
- 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.
- Between 15 and 30 years of age (inclusive) at the start of employment
- Ability to use Microsoft Office, online meeting applications (i.e. Zoom, Teams), various social media platforms