

Admin/Community Liaison Assistant (Canada Summer Jobs 2020)

Job City: Markham
Job Region: Greater Toronto Area
Application Deadline: Friday, August 20, 2020 – 5:00 p.m.
Job Terms: Part-time contract

Summary:

Oasis Community Service Center is a not-for-profit community service organization. Its goal is to assist newcomers to settle and integrate by providing appropriate social, community and caring services. Oasis is seeking an Admin/Community Liaison Assistant to assist in the delivery of programs and services and also updating the agency's website.

Responsibilities:

- Assist in planning, development and implementation of cultural workshops for immigrant seniors, children and youth using online platforms and in-person as needed
- Help program participants engage and participate in group activities
- Prepare promotional materials such as program flyers and also educational pamphlet for a special project
- Conduct community outreach and programs/services promotion
- Perform and provide administrative support such as answering phone calls, printing, photocopying and filing
- Register clients for programs
- Assist in updating and maintaining the agency's database
- Assist in managing the agency's website to provide updated community and government information to immigrant seniors, children and youth

Qualifications:

- Be between the age of 15 and 30 (inclusive) at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Be legally entitled to work in accordance with Ontario legislation and regulations
- Ability to work flexible hours as required
- Must commit to full contract duration
- Proficiency in written and spoken English; ability to communicate in a second language commonly used by clientele a strong asset;
- Strong interpersonal and organizational skills
- Able to work independently and be good team player
- Able to multi-task and set priorities
- Computer skills, including word processing, spreadsheet and data entry/management
- A clear, mandatory Vulnerable Sector Screening-Police Reference Check

Terms and Conditions:

- Location: Markham
- Duration: August 24, 2020 to December 11, 2020 (17.5 hours per week for 16 weeks)
- Salary: \$14 per hour

HOW TO APPLY:

Please submit a cover letter and resume no later than 5:00 p.m. on August 20, 2020 to:

Email: support@huazhu.ca (mail to: support@huazhu.ca)

Applicants should quote the name of the position on the application.

Oasis Community Service Center is an equal opportunity employer. Oasis Community Service Center welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you to all applicants for their interest. Only selected candidate will be contacted for an interview. Regrettably, we cannot accept telephone inquiries.