

JOB POSTING

April 1st, 2021

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, mentoring, training and settlement services to job seekers including adults, internationally trained professionals, newcomers to Canada, persons with disabilities, seniors, students, women and youth at three locations in Toronto. We also provide a range of recruitment services for employers. Our Mission: *JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.*

Job Title: **Newcomer Programs Assistant**
(Summer Contract Position - Non-Bargaining Unit)

Supervisor: Manager, Programs & Services **Location:** 41 Chauncey Ave.

Key Responsibilities: The successful candidate will demonstrate excellent interpersonal and teamwork skills; provide superior research, analytical, problem solving and organization skills; demonstrate creativity and innovation; meet deadlines, take initiative, be able to multitask and prioritize workload to fulfill the following responsibilities:

- Conduct research on programs and services that are available to newcomers within JobStart's Toronto West Local Immigration Partnership (TWLIP) catchment area and compile all the information
- Work with Settlement Counsellors to support newcomer related workshops and events
- Conduct outreach activities to strengthen the relationship between JobStart and its partner organizations
- Assist the TWLIP team with development of research tools, data collection and data analysis.
- Conduct appropriate outreach in the Toronto West area to engage community stakeholders to support the needs of the community.
- Collect, compile and analyze program evaluation results & assist with summarizing key findings.
- Provide administrative program support including; organizing program related information and materials, data entry, filing, and front desk duties.
- Update JobStart Marketing material as per branding guidelines

Qualifications:

- Post-Secondary education in Social Services / Human Services / Immigration and Settlement
- Keen understanding of newcomer issues and barriers and services to support these needs
- Proven written communication skills and ability to use all MS Office applications, including Power Point, Outlook, Word and Excel
- Research and analytical skills
- Experience in community engagement and outreach
- Excellent attention to detail; strong verbal communication and interpersonal skills
- Demonstrated ability to work within a team environment with limited supervision
- Ability to learn quickly, adaptable, flexible, resourceful with the ability to set and meet deadlines and targets

Hours of Work: 21 hours per week (Max 336 hours)
Duration: May 10th, 2021 – August 27th, 2021 (16 weeks)
Salary: \$14.25 per hour
Closing Date: May 7th, 2021
Apply to: Rebecca Newton – Manager, Programs & Services
Email: resumes5@jobstart.org

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*JobStart strives to represent the diversity of the community in our hiring practices.
Only those who meet the qualifications above will be considered for this position and invited to an interview.*