



Parkdale Community Information Centre

1303 Queen Street West
 Toronto, ON
 M6K 1L6
 Tel: 416 393 7689
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JOB DESCRIPTION SUMMER STUDENT YOUTH COMMUNITY OUTREACH & DEVELOPMENT SUPPORT WORKER CANADA SUMMER JOBS

The Parkdale Community Information Centre (PCIC) is a non-profit charitable community services organization committed to meeting the diverse and changing needs of the Parkdale community through the delivery of accessible, effective programs and services. PCIC helps people living in Parkdale to access community and government resources and services; supports them to live independently; and encourages them to participate more fully in community life.

JOB FUNCTION:

This position provides support to and will work closely with the Youth Program Staff.

ACCOUNTABILITY:

Reports to the Executive Director.

JOB RESPONSIBILITIES:

- Assist in the planning and organizing of program activities to support newcomer and immigrant youth in Parkdale community.
- Develop outreach materials to promote PCIC youth programs and services to the community, including updating information on PCIC website and the South Regional Local Immigration Partnerships Website.
- Collecting up-to-date information on local agencies and services re: youth resources in the community at large.
- Participate in staff meetings and attend community meetings.
- Participate in coordinating community events such as Annual General Meeting for PCIC, PCIC Annual Rummage Sale, Youth Job Fair, and Parkdale Family Resources Community Fair etc., and learn how to develop invitation letters for different events and approach community donors for donation, etc.
- Involved with joint partnership program such as the Skills Building Women's Group weekly focus meeting with abused women.
- Assist in the design and publication of Agency's youth newsletter.

- Provide other administrative duties as required.

QUALIFICATIONS:

- Candidate is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

This position is available with 35 hours a week at \$14/per hour, for a duration of 13-week employment in summer, 2019. This position is accountable to the Executive Director.

Applications will be reviewed as they arrive and potential applicants will be invited to interview immediately, so please submit an application as soon as possible.

Please submit a resume and cover letter by May 12, 2019.

Attention: Hiring Committee
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