



Eritrean Canadian Community Centre of Metropolitan Toronto; 729 St. Clair Ave. West, unit 19, Toronto, Ontario, M6C 1B2
TEL. (416) 658 8580 Fax (416) 658 7442 Web (www.eccctoronto.ca;)

EMPLOYMENT OPPORTUNITY

ECCC IS LOOKING FOR FOUR VIBRANT, ENERGETIC AND COMMUNITY ORIENTED YOUTHS TO HIRE THIS SUMMER

Short Description: Eritrean Canadian Community Center (ECCC) is a community center that is serving the needs of the Eritrean community in the Greater Toronto Area. The ECCC strives to equip its members with the necessary information needed to ensure their successful integration into Canadian society. The ECCC is a place of inclusion and seeks to strengthen the Eritrean community by providing services that meet the needs of our diverse clientele. Furthermore, the ECCC is working towards a future in which all of Toronto's diverse communities can achieve optimal health, wellness, and dignity.

Please email your resume and cover letter to this account: Info@eccctoronto.ca

The four youths will be working as an Outreach Program Coordinator, Community Recreation Coordinator, Street Outreach, and Camp Counsellor.

These Six positions are for summer jobs only.

1) **Job Title: - One Outreach Program Coordinator**

DUTIES

- Recruit Youths
- To help and coordinate youths' job search
- Give Orientation to newcomers
- Preparing flyers about ECCC activities and disseminating them to Eritrean places such as Churches and mosque
- Organizing and helping youths in different areas
- Help and coordinate the youth job search.
- Communicate with different employers to get jobs for the youths.
- Assisting and facilitating sports and other workshops for youths

- Build awareness of the community activity among the audience of the community
- Engage with the individuals, groups, and communities to meet the organization's priorities
- Perform other duties as required.

Qualifications

- Age between 15-30 years old
- Post-secondary student or grade 12 finished intended to start post-secondary this fall.
- Ready to start from mid of May
- Community work-related experience or field of study is preferable
- Multi-lingual/ Tigrigna and Arabic/ is an asset
- Knowledge of computer/ word, MS, excel / are needed
- Minimum 6-month community work or related activities
- Excellent demonstrated communication, organization and coordination skills

2) Job Title: One Social Media Community Manager

Duties

- Updating existing social media of ECCC and creating new social media.
- Recruiting more youths volunteer using social media
- Picture and video editing
- Preparation of flyer
- Managing regular posts
- Responding followers

Qualifications

- Age between 15-30 years old
- Post-secondary student or grade 12 finished intended to start post-secondary this fall.
- Knowledge of the Eritrean Canadian community culture
- Knowledge of the Eritrean youth newcomers' common social places
- Experience and active in social media such as Facebook, Instagram, twitter etc.
- Excellent computer skills
- Excellent demonstrated communication, organization and coordination skills

3) Job Title: Two social workers

Duties

- Filing forms for newcomers
- Helping newcomers to get healthcare and social insurance
- Accompanying newcomers to different offices
- Reading Emails and mails to newcomers
- Giving orientation to newcomers
- Helping newcomers and seniors: how to use internet, telephone, and TV
- Helping seniors to join zoom meeting

Qualifications

- Age between 18-30 years old
- Post-secondary student or grade 12 finished intended to start post-secondary this fall.
- Knowledge of the Eritrean Canadian community culture
- Knowledge of the Eritrean youth newcomers' common social places
- Experience in settlement, shelter and housing is an asset
- Excellent demonstrated communication, organization and coordination skills

4) Job Title: One Data Administrator

Duties

- Coordinating data management of Eritrean Canadian Community Center.
- Coordinating digitizing of Eritrean Canadian Community Center
- Converting hard copy documents to soft copy
- Collecting data using survey and other mechanisms
- Analyzing Data and reporting

Qualifications

- Age between 18-30 years old
- Post-secondary student or grade 12 finished intended to start post-secondary this fall.
- Knowledge of the Eritrean Canadian community culture
- Knowledge of the Eritrean youth newcomers' common social places
- Experience in camp activities is an asset
- Excellent demonstrated communication, organization and coordination skills

5) Job Title: One Peer Support Worker**Duties**

- Sharing their own experiences with newcomers
- Advocating for clients: Peer support workers may advocate for their clients by helping them access resources and services they need, such as health card, education and employment
- Providing education and information to youths
- Facilitating support groups
- Documenting and reporting

Qualifications

- Age between 18-30 years old
- Post-secondary student or grade 12 finished intended to start post-secondary this fall.
- Knowledge of the Eritrean Canadian community culture
- Knowledge of the Eritrean youth newcomers' common social places
- Experience in camp activities is an asset
- Excellent demonstrated communication, organization and coordination skills

Deadline until filled.

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Tell: 416 658 858