



## Multicultural Settlement and Community Services

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### Canada Summer Jobs - Youth

**Tesoc Multicultural Settlement and Community Services** is hiring a Summer Student through the Youth - Canada Summer Jobs program funded by Employment and Social Development Canada to assist with the following focused area / position:

#### 1. General Administrative Assistant

This is a full-time summer contract position and requires a commitment of **8 consecutive weeks** starting from **Monday, July 4th, 2022 to Friday, August 26th, 2022**. Compensation is \$15.00/hour for 35 hours per week. Application deadline is Friday, June 3rd, 2022. Eligible applicants must be 29 years of age or under at the start of their employment.

#### General Duties & Responsibilities:

- Helping with the general administrative work of the organization, such as answering, screening and directing phone calls; greeting and screening visitors based on TESOC's Covid-19 screening procedures; responding to in-person, email and telephone inquiries; photocopying, scanning and filing documents; taking meeting minutes.
- Assisting with the coordination of virtual and in-person programs, workshops and events, for example, communicating with clients / participants about updates, and more.
- Assisting with the creation of flyers/e-flyers for promoting programs, workshops and events, as well as social media posts.
- Reaching out to non-profit organizations and assisting with forming initial partnerships, as well as maintaining/updating the community partnership spreadsheet.
- Other duties as assigned by the supervisor.

#### Qualifications & Competencies:

- Enrolled in or has graduated from high school. Completion of a high school or college diploma is preferred.
- Excellent communication and presentation skills.
- Excellent organization and time-management skills.
- Experience working with newcomers is an asset.
- Knowledge of administrative and presentation software tools.
- Volunteer or work experience in the social service sector is an asset.
- Language skills in both English and Tamil are an asset.
- Upon successful hire, must provide a valid police clearance check obtained within the past twelve (12) months and submit all documents required by the Canada Summer Jobs program.

Please send in your resume and cover letter (as one PDF or Word Document) clearly indicating the job position in the subject line to [hr@tesoc.org](mailto:hr@tesoc.org) by **Friday, June 3rd, 2022 at 11:59 pm**. **Note:** TESOC will only reach out to candidates who have been selected for an interview.

Thank you!