



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.ecctoronto.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 centre 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@ecctoronto.ca

These four positions are for a summer job only. **Deadline is 5 pm, June 14, 2022**

1) Job Title: - Bilingual Outreach Program Coordinator

The Bilingual Outreach Program Coordinator is responsible for supporting and assisting with the implementation of community programs. This includes coordinating and providing program support and may include creating new outreach activities or adapting existing ones to an online format, hosting, and coordinating online outreach activities and events.

Duties

- Develops and implements new and successful outreach efforts aimed at members of the local community.
- Ongoing recruitment and registration of new job-seeking clients. Marketing and outreach initiatives are strategically targeted towards newcomers and youth clients to guarantee fair access to services.

- As needed, implements marketing techniques to assist promote new initiatives.
- Attracts new participants and community partners by utilizing social media platforms, communication tactics, and innovative marketing efforts.
- Promotes and delivers in-person and virtual information sessions to raise awareness and visibility of employment services and initiatives.
- Assists customers with online registration and gathering relevant paperwork.
- Recruit and assist youth in their employment search.
- Creating and distributing leaflets and other promotional materials regarding ECCC programs to Eritrean organizations like as churches and mosques.
- Communicate with a variety of companies to get employment for the youth.
- Assisting in the facilitation of youth activities and seminars.
- Raise awareness of community activity within the community's audience.
- Collaborate with individuals, groups, and communities to achieve the organization's goals.
- Perform any other responsibilities that may be assigned.

Qualifications

- 18-30 years old
- Post-secondary student or grade 12 graduate planning to join post-secondary this fall
- Available to begin in mid-June
- Community service or a relevant field of study is preferred
- Understanding of Eritrean Canadian community culture
- Understanding of Eritrean youth newcomers' common social venues
- Knowledge of Microsoft Office, databases, Internet applications, and the ability to learn new software
- Minimum 6-month experience in community service or related activities
- Demonstrated communication, organization, and coordination abilities
- Being multilingual (Tigrigna and English) is an asset

2) Job Title: Social Media Manager

The Social Media Manager will be responsible for leading the strategy, content creation, and growth of our social media platforms (Facebook, Instagram, Twitter, YouTube, Pinterest, LinkedIn, and so on) to deliver value, increase community engagement, and further our mission to make a positive impact. This is also an opportunity to establish, nurture, and expand a highly engaged online community of people who share our values and objectives. To achieve development at scale, the ideal applicant is enthusiastic about social media, creative, aesthetically driven, a great content producer (video + picture), and has a thorough awareness of the social media ecosystem and analytics.

Duties

- Updating ECCC's existing social media and generating new social media.
- Draft content preparation and documentation
- Creating a new post and updating the ECCC website
- Using social media to get more youth to volunteer
- Ensure posts are correct, clear, succinct, and entertaining.
- Analyzes and discovers any gaps in the organization's social media and digital marketing strategy and offers recommendations to required employees for improvements.
- Collaborate with a community team to provide relevant input on social media graphics, videos, and other forms of content.
- Assist with picture and video editing
- Assist with the creation of flyers and other promotional materials
- Managing frequent postings
- Responding to followers

Qualifications

- 18-30 years old
- Post-secondary student or grade 12 graduate planning to join post-secondary this fall
- Understanding of Eritrean Canadian community culture
- Understanding of Eritrean youth newcomers' common social venues
- Creative, aesthetically driven, and constantly keep a pulse on current social media news and trends
- Strong at content creation, especially video—you can film, edit, and post engaging content on a consistent basis as required
- Self-starter, highly motivated and shows initiative
- Passionate about delivering exceptional customer experiences and fostering a community online
- Proven communication, organizational, and coordination abilities
- Being multilingual (Tigrigna and English) is an asset

3) Job Title: Social Worker

The Social Worker will be responsible for planning and executing programs to support newcomers and refugees with their settlement, integration, and well-being. Social Worker will create tailored, trauma-informed, and culturally appropriate programs that satisfy program objectives, client needs, funder requirements, and ECCC deliverables.

Duties

- To collect online settlement-related information and family resources for newcomer families.
- Create resources and tools to assist parents and children with special needs, as well as provide orientation to newcomers.
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- Collaborate with other community partner organizations, such as libraries, to offer all accessible online community resources and services to the community, particularly in the area where most newcomers and refugees live.
- Assisting newcomers in obtaining healthcare and social insurance, as well as filling out government forms.
- Taking newcomers to various offices and appointments. Assisting newcomers in reading emails and mail.
- Teaching newcomers and elders how to use the internet, phone, and television, as well as how to attend a Zoom meeting.

Qualifications

- 18-30 years old
- Post-secondary student or grade 12 graduate planning to join post-secondary this fall
- Strong computer skills in MS Office and internet programs such as Outlook, Word, Excel, and PowerPoint
- Understanding of marginalized newcomers
- Knowledge of the Eritrean Canadian community culture
- Settlement, shelter, and housing experience is a plus
- Excellent demonstrated communication, organization, and coordination skills
- Proven communication, organizational, and coordination abilities
- Being multilingual (Tigrigna and English) is an asset

4) Job Title: Data Administrator

The Data Administrator will support program data analysis, capturing statistics, creating and submitting reports. Maintain correct client information records while protecting the confidentiality and producing program, activity logs, operational, and statistical data as needed in a timely, accurate, and organized manner.

Duties

- Ad hoc data integrity cleansing efforts as needed
- Report extraction and analysis
- Weekly/monthly updates to stakeholders
- Communicate and coordinate with the Office Manager on a regular basis to ensure quick resolution of any notification issues
- Verify that Data Governance rules and procedures are followed.
- Review and analyze daily reports and interfaces to ensure completeness and correctness of data.
- Coordination of data management of the Eritrean Canadian Community Center
- Coordination of the digitization of the Eritrean Canadian Community Center
- Conversion of hard copy documents to soft copy
- Data collection via surveys and other procedures
- Data analysis and reporting

Qualifications

- Between the ages of 18 and 30
- Post-secondary student or grade 12 graduate planning to begin post-secondary studies this fall
- Advanced understanding of Microsoft programs (Outlook, Teams, Word, Excel)
- Understanding of the Eritrean Canadian community culture
- Camp activity experience is an asset.
- Excellent time management abilities, as well as the capacity to prioritize
- Excellent interpersonal skills
- The ability to manage priorities in a difficult and ever-changing environment, as well as address problems with meticulous attention to detail.
- Proven communication, organizational, and coordination abilities
- Being multilingual (Tigrigna and English) is an asset

ECCC EXECUTIVE BOARD DIRECTORS TEAM

729 ST. CLAIR AVE. WEST, SUIT 19, M6C 1B2

Tell: 416 658 8580