



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 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@eccctoronto.ca

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

These four positions are for summer job only.

1) **Outreach Program Coordinator**

DUTIES

- Organizing and helping youths in different areas
- Help and coordinate the youth job search.
- Communicate with different employer to get job 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 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) Community Recreation Coordinator

Duties

- Organizing and Scheduling recreational activities for seniors and single mothers
- Traveling to places where Eritrean seniors and single mothers place
- Meet with newcomer seniors at local churches and other places
- Oversees a wide variety of duties for events
- Role model customer service and patron relations
- Performs administrative tasks including daily register, data entry, reservation management and policy and procedure updates
- 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.
- Knowledge of the Eritrean Canadian community culture
- Knowledge of the Eritrean youth newcomers' common social places
- Experience in recreation activities is an asset
- Excellent demonstrated communication, organization and coordination skills

3) Street outreach worker

Duties

- Reaching our vulnerable street youths and families in shelter to help and bring them to the community center.
- Traveling to places where Eritrean seniors and single mothers places
- Help homeless clients fill out and maintain Housing Connections and supportive housing applications, and work to resolve issues threatening housing as they arise
- Provide timely response to Concerned members of our community Calls routed through City of Toronto
- Meet with newcomer seniors at local churches and other places
- 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.
- Knowledge of the Eritrean Canadian community culture
- Knowledge of the Eritrean youth newcomers' common social places
- Experience in shelter and housing is an asset
- Excellent demonstrated communication, organization and coordination skills

4) Camp Counsellor

Duties

- To coordinate and counsel the summer camp youth participants
- Plans, leads, and implements camp programs for children.
- Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- 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.
- 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 5pm, May 08, 2021

ECCC EXECUTIVE BORD DIRECTORS TEAM

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

Tell: 416 658 8580