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| Position: Youth Program Assistant | Status: full time, 8-week contract |
| | Posting Number: JFS22 S04 |

Position Summary

The settlement support unit of Jewish Family Services of Ottawa is looking for a summer student to join the Newcomer Youth program team. The student will work closely with the settlement outreach team in developing, coordinating and delivering workshops and events, creating content, and providing administrative support for the youth program.

The position is a full time 8-week contract under Canada Summer Jobs and is based at the JFS Ottawa office and some remote work.

The start date of this position is June 13, 2022.

Qualifications/Experience

- High school graduate or post-secondary student up to 30 years of age
- Must meet the participant requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:
 - 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.
 - Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- Fluent Arabic and English speaker
- Skilled in using office tools and various media platforms
- Strong communication skills
- Have adequate computer and software skills
- Ability to communicate with clients of different ages and backgrounds
- A team player with good interpersonal skills
- Ability to work in a fast-paced work environment to meet deadlines

Duties and responsibilities:

- Coordinate workshops in the Newcomer Youth Leadership Program (NYLP)
- Creating social media content to promote the program
- Identify needs among immigrant communities
- Facilitate online and in person workshops for newcomer youth
- Help in registration process

- Assist in planning, organizing, promoting, and delivering settlement services for newcomer youth and families
- Support the youth settlement worker with data entry, compiling statistic reports, client surveys, and preparing program materials
- Collect and update settlement-related information

Please send **cover letter and resume** to: HRAdmin@jfsottawa.com quoting the job number in the **subject line**.

Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.