

September 24<sup>th</sup>, 2021

## Job Posting Canada Summer Jobs 2021

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to assist newcomers in adapting to Canadian life in their neighbourhood and to provide support to Canadians in building a stronger community. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking two (2) youth to fill the Canada Summer Jobs positions to assist with programs at our service locations in Markham and Scarborough.

### **Terms & Conditions:**

- Salary: \$14.25 – \$14.35 per hour
- Duration: Varies from 14 to 18 weeks
- Work hours: Hours vary from 15 to 20 hours per week

### **Positions:**

#### **Job Title: Administrative Assistant (2 positions)**

Responsibilities:

- Perform and provide administrative support such as answering phone calls, data entry, filing, etc.;
- Greeting and scheduling appointments for clients;
- Support staff in providing information and referrals to clients on community services and resources;
- Register clients for agency programs;
- Assist in planning and delivery of program activities;
- Support clients' access to agency's virtual programs using various online platforms
- Provide support to staff during workshops and activities;
- Assist in updating and maintaining agency database.

**1. TCCSA – Scarborough Centre: 325 Bamburgh Circle, Unit A107, Scarborough (File # CSJ21-06)**  
Duration: October 11, 2021 to December 17, 2021 (20 hours per week for 14 weeks)

**2. TCCSA – York Centre: 3636 Steeles Avenue East, Unit 213A, Markham (File # CSJ21-08)**  
Duration: October 11, 2021 to January 21, 2022 (15 hours per week for 18 weeks)

### **Qualifications & Requirements:**

- Be between the age of 15 and 30 (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*;  
(\* International students are not eligible)
- Be legally entitled to work in accordance with Ontario legislation and regulations;
- Ability to work flexible hours as required;
- Must commit to full contract duration;

- Proficiency in written and spoken English, ability to communicate in a second language commonly used by clientele a strong asset;
- Strong interpersonal and organizational skills;
- Able to work independently and be a good team player;
- Able to multi-task and set priorities;
- Computer skills, including word processing, spreadsheet and data entry/management;
- A clear, mandatory Vulnerable Sector Screening-Police Reference Check.

### **How to Apply:**

Please submit a cover letter and resume to [recruit@tccsa.org](mailto:recruit@tccsa.org) no later than **5 p.m. on October 11<sup>th</sup>, 2021**

Applicants should quote the **file number and name of the position** on the application.

We thank all applicants for their interest. Only selected candidates will be contacted for an interview. Regrettably we cannot accept telephone inquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.