

August 25th, 2021

Job Posting
(Internal & External)
Program Assistant, Youth Employment
(Part-time, until December 31, 2022)

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to facilitate the well-being of diversified communities through social services. The mission of TCCSA is to assist newcomers in adapting to Canadian life in their neighbourhood and to provide support to Canadians in building a stronger community.

TCCSA is seeking one part-time Program Assistant, Youth Employment to provide youth employment programs and services to youth from different ethnic backgrounds and experiencing barriers to employment.

The details of this job posting are listed as the follows:

Job Title:	Program Assistant, Youth Employment	File #:	#14-21
Hours of Work:	15 hours / week (required to work irregular hours including evenings, weekends and some holidays)	Unit:	Employment
Location:	TCCSA York Centre	Closing Date:	October 22, 2021

Responsibilities and Program Support:

- To assist in planning, organizing, and delivery of youth employment activities for ethnic youth;
- To respond to clients' enquiries and follow-up in a professional and timely manner;
- To arrange and set-up program space, equipment, and materials;
- To support Project Worker, Youth Employment in outreaching and promoting programs and services in the community;
- To facilitate appropriate internal and external referrals to a variety of community supports and resources based on client needs and circumstances;
- To assist in facilitating referrals of the clients to additional education or vocational training and/or external support resources;
- To be responsible for program registration and provide program information to ethnic youth;
- To keep accurate and update information / record of our service users;
- To support program evaluation activities;
- To maintain records and service statistics in a timely and professional manner;
- To compile client statistics, service data and prepare statistical reports as required;
- To work collectively with the project team to meet contractual targets and deadlines;

- To work in all four TCCSA locations (Downtown, Mississauga, Markham, Scarborough), and any other location as the Association expands;
- To perform other duties as may be assigned by Project Manager.

Qualifications

- College diploma in Social Service Worker or equivalent combination of education and experience,
- Experience in employment/social services is an asset,
- Ability to work inclusively and collaboratively with youth from different ethnic backgrounds and experiencing barriers to employment;
- Excellent interpersonal skills, ability to operate effectively within the organization and externally;
- Excellent organization skills and time management;
- Excellent attention to detail and ability to multitask, able to work independently and as part of a team in a fast-paced environment;
- Ability to cope with changes and be flexible in scheduling;
- Ability to focus on detailed planning, information analysis, and report preparation;
- Proficiency in written and spoken English, as well as a second language commonly used by clientele is an asset;
- Proficiency with OCMS, MS Office, and social media that facilitate work, communication and online marketing, knowledge in graphic software is an asset;
- Confident and experienced in virtual service delivery is an asset;
- Must be able to work flexible hours, including some evenings, weekends and holidays;
- Must be legally entitled to work in Canada;
- Proof of a clear “Vulnerable Sector Screening” with a local police service is mandatory;
- Able to travel in the GTA, has a valid Ontario Driver’s license and access to a car is an asset.

Application

Please submit application by **October 22, 2021, 5:00 pm** through email: recruit@tccsa.org.

Applicants should quote File #14-21 Program Assistant, Youth Employment on the application.

We thank all applicants who are interested in this position. Only selected candidates will be contacted for 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.