

April 22, 2026

Job Posting - Canada Summer Jobs 2026

Social Services Assistant Position (2 Openings)

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 neighborhood 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 2 Social Services Assistants to support programs in our Markham service location.

Terms & Conditions:

- Salary: \$17.60 per hour
- Duration: 8 weeks, duration between Jun 29-August 25
- Work hours: 35 hours per week
- Work Location: In person, at York Centre- 3636 Steeles Ave. East, Markham L3R1K9

Positions:

Job Title: Social Services Assistant (2 openings)

Work Location: 3636 Steeles Avenue East, Unit 213A, Markham, Ontario L3R 1K9

Responsibilities:

- Provide assistance to LINC walk-in clients and students;
- Support teachers in the classroom, as needed;
- Assist literacy students with conversation practice;
- Support the LINC team in planning and researching outreach activities;
- Conduct research on LINC and ESL programs, as required;
- Assist the LINC Coordinator and LINC Assistant with administrative tasks;
- Help organize and maintain teaching materials;
- Support front desk, reception, and registration for clients for agency programs;
- Answer Newcomer clients' inquiries and schedule appointments;
- Help clients identify their needs and find relevant information and community resources;
- Update agency database and maintain participants' confidential records.
- Assist in the planning and implementation of programs and activities for newcomers and their families;
- Support outreach and promotional efforts for settlement programs and services through research and information gathering;
- Support appointment scheduling using Outlook and assist in preparing documents such as memos;
- Prepare program spaces by arranging materials, equipment, and other required resources;
- Support program registration, share relevant information with clients, and ensure staff are kept informed as needed.

Qualifications & Requirements:

- Must be between the age of 15 and 30 (inclusive) at the start of employment in order to meet Canada Summer Jobs funding requirement;
- 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;
- Able to travel to other TCCSA service locations to complete assigned tasks;
- 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 no later than **5 p.m. on May 20, 2026**.

Applicants should quote the **#CSJ26-02 Social Service Assistant (2 Opening) - YC** on the application.

We thank all applicants for their interest, however, 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.