

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.*

## JOB OPPORTUNITY

Job #N2018-12

### ANC Assistant- Summer Student position

#### GENERAL DESCRIPTION:

This is a 8-week 30 hours per week summer student contract position reporting to the Senior Manager, Programs & Services, NLSS. The student will work with the Action for Neighbourhood Change (ANC) initiative assisting with implementing and facilitating the program as well as community outreach.

#### MAJOR DUTIES:

- Assist with organizing, scheduling and facilitating resident meetings, workshops, focus groups, information sessions, open houses, forums and community events
- Sit with resident groups to strategize engagement and community development opportunities
- Assist with facilitation of the resident safety committee
- Assist with recruiting community volunteers
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- Assist with the preparation of schedules, timesheets, and other reports required by the project in a timely manner
- Perform other duties, appropriate to the position, as required

#### REQUIREMENTS & QUALIFICATIONS:

- This position requires that the student be pursuing education in a related field of study from a Post-Secondary Institution (Community College, Technical Institute or University,) preferably from one of the following programs:
  - Social Services, Social Work or Community Service programs
- Fluency in a second language, especially Mandarin, Cantonese, Urdu, Hindi or Bengali would be an asset

To be eligible, students must:

- Be between 15 and 30 years of age at the start of employment
- Have been registered as a full time post-secondary student in the preceding academic year, and intend to return to full time studies in the next academic year
- Be a Canadian citizen, permanent resident or person to whom refugee status has been conferred under the Immigration and Refugee Protection Act and;
- Be legally entitled to work in Canada in accordance with relevant legislation and regulations

**Terms: 8 week, 30 hours per week non-bargaining unit contract position**

**Contract Dates: July 9-August 31, 2018**

**Pay Rate: \$14/ hour**

**Posting Date: May 10, 2018 Internal Closing: May 16, 2018 External Closing: May 16, 2018**

**To apply, submit your resume and cover letter with "N2018-12," in the subject line of your email or fax to  
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2  
E-mail: [tcandido@neighbourhoodlink.org](mailto:tcandido@neighbourhoodlink.org) Fax: 416-691-8466**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.