

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

JOB OPPORTUNITY

Job #N2018-13

Employment Outreach 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 conduct outreach to potential clients in the south east end of Toronto, perform follow-ups, assist clients in our Information and Resource Centre and perform related administrative duties.

MAJOR DUTIES:

- Conduct outreach for the employment services department in the agency's catchment area.
- Attend community and other appropriate meetings to promote the department.
- Contact potential clients to arrange and schedule appointments with Employment staff
- Perform follow up to ensure services are appropriate and to promote other agency services
- Assist the Marketing and Development Manager in updating the Agency website with Employment related events and information
- Enter and keep accurate records of relevant documentation in the CaMS database.
- Provide assistance to clients in the Information and Resource Centre when required.
- Maintain client confidentiality and adhere to agency policies and procedures.
- Participate in staff meetings, agency events and/or fundraising activities as required.
- 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:
 - Community Work, Social Service Worker, Career and Work Counsellor
- Fluency in a second language would be considered 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 "N2018-13," 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 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.

