

## Community Engagement Assistant – Women’s Program

<b>POSITION TITLE:</b> Community Engagement Assistant – Women’s Program	<b>STATUS:</b> Canada Summer Jobs Student Position – 9 weeks
<b>DEPARTMENT:</b> Community Development	<b># HOURS / WEEK:</b> 30
<b>REPORTS TO:</b> Women’s Settlement Team Lead	<b>Hourly Wage -</b> \$19
<b>POSTING DATE:</b> May 16, 2023	<b>CLOSING DATE:</b> When Filled

**JOB SUMMARY:** The Women’s Program Community Engagement Summer Student reports to the Women’s Settlement Team Lead and is responsible for assisting with planning fun and engaging activities workshops and facilitation of workshops, social events, educational, recreational and life-skill activities, and outreach to build connection with isolated and marginalized newcomer women and families. These supports are primarily delivered to reduce barriers and increase access to resources and well-being to assist in settlement.

**DUTIES:**

- Assist to implement outreach strategies and engage people using a number of communication tools both on line, through social media, in person and by telephone
- Assist in planning supportive social, educational, recreational and life skills programs and activities including special events
- Assist and facilitate women and children’s life-skill, system navigation, wellness and arts based groups
- Provide information and referral to participants
- Adherence to agency’s policies and procedures
- Support vaccine engagement and education
- Fluency in English, Dari and/or Pashto would be an asset as the Community Engagemet Assistant may be asked to interpret workshop materials and settlement supports, assist with applications in both languages
- Other duties as assigned

In order to apply for this position, you **must** be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

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To apply, submit your application with “**Community Engagement**” in the subject line of your email to: [summerjobs@tngcs.org](mailto:summerjobs@tngcs.org)