



**Malvern Family Resource Centre**  
90 Little's Road, Scarborough, ON M1B 5E2  
☎(416) 284-4184 ★ Fax 416-293-1997  
Website: [www.mfrc.org](http://www.mfrc.org) ★ Email: [mail@mfrc.org](mailto:mail@mfrc.org)

**Newcomers Program Assistant**  
**JOB POSTING**

**Summary:**

To provide program, event and volunteer supervision support to the summer activities of the Newcomers Centre.

**Responsibilities:**

- Maintain effective documentation and timely reporting as directed
- Provide assistance to Newcomer team to plan and execute logistics for summer activities as assigned
- Coordinate and implement outings for newcomers as part of the Summer Newcomer Trips Series
- Assist in creating a team atmosphere with co-workers, placement students, volunteers, advisory committee members, and clients
- Facilitate and support programming for diverse newcomer clientele as required
- Organize and supervise program volunteers for adult and youth programs
- Support the engagement of newcomers and community volunteers
- Plan and support any special events such as summer picnics, youth summer camp, cultural events and more
- Provide support to ongoing adult, youth and senior programs
- Support program administrative activities including statistics tracking, administering surveys, compiling survey results etc.
- Provide information and referral to clients as needed
- Ensure agency and standard health and safety protocols are followed
- Additional duties as required

**Necessary Skills/Qualifications:**

- Currently enrolled in relevant post-secondary education (i.e. Social Work, Social Service Worker, etc.)
- Enjoys working with diverse populations
- Displays sensitivity to clients from diverse language, cultural and socio-economic backgrounds
- Excellent interpersonal, verbal and written communication skills
- Ability to communicate in multiple languages an asset
- Familiarity with resources in North-Scarborough and wider Scarborough area an asset
- Good working knowledge of computers and appropriate software
- Multi-tasking abilities and good organizational skills
- Commitment to anti-racism and non-discrimination practices
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Police reference check is required

**Hours & Rate of Pay:**

This position is 8 weeks beginning on July 3rd, 2018 to August 26th 2018 at minimum wage for 30 hours per week. Candidates for this position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

**Accountability:**

Position will report to the Newcomer & Settlement Program Supervisor and Settlement Coordinator

**Closing Date: Tuesday May 15<sup>th</sup> 2018 5:00 pm - Please send resume and cover letter to [dansari@mfrc.org](mailto:dansari@mfrc.org) as one document with your name appearing 'First Name Last Name – Newcomers Program Assistant (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please!**

***Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at [aoda@mfrc.org](mailto:aoda@mfrc.org) (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)***



**United Way**  
Toronto & York Region

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**"Strengthening Families is Our Business"**