



☎ 905-238-2622  
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📍 7700 Hurontario Street, Unit 601  
Brampton, ON, L6Y 4M3

## Social Services Assistant

#20220606APD

### Focus: Project Development

(Summer Employment position funded by Service Canada)

Volunteer MBC is the local volunteer centre serving Peel. We fuel purposeful connections between people to respond to the most pressing social issues. Our vision is to improve lives through volunteerism. Our core values are purposeful engagement, service excellence, innovative collaboration and inclusivity. If you have a passion for volunteerism, projects, communication, are well-organized and a self-starter, you may be an ideal candidate.

#### Purpose of the role:

The Social Services Assistant will play an integral role in increasing volunteerism across Peel region by developing projects that lead to greater participation and collaboration between community members and community service organizations.

#### Canada Summer Jobs Eligibility:

Applicants must:

- be between 15 and 30 years of age at the start of the employment;
- 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; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

#### Who cannot apply:

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

#### Key tasks include, but are not limited to:

- Promote and support Volunteer MBC projects
- Enhance materials related to engaging youth in meaningful volunteerism
- Compile project evaluation data
- Assist in completion of project reports for funders
- Engage in one-on-one consultations, and group facilitations, with youth and other clients, to guide them and assist them with finding meaningful volunteer opportunities
- Support implementation of project sustainability strategies

#### Remote work:

Work will take place virtually from home, unless stated otherwise, and therefore will need to possess a strong work ethic, self-reliance and computer skills. A strong background in Microsoft Office is required.

#### Time Commitment:

- Monday to Friday: 30 hours per week; general work hours: 9:30am to 5:30pm
- 9 consecutive weeks
- Start date: **Monday, June 6, 2022**



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- End date: **Friday, August 5, 2022**

### **Role Requirements:**

The ideal candidate will aspire to be employed in the fields of Human Resources, Volunteer Management, Community Development, Social Services, or as a Youth Engagement Worker.

- A strong passion for volunteering and high school youth engagement.
- Excellent marketing & communications skills including all social media platforms.
- Ability to network with and identify the volunteer requirements of high school youth in Peel.
- Experience or familiarity in creating project management plans
- Effective prioritizing and organizational skills.
- Strong oral and written communication skills with good attention to detail.
- Strong knowledge of Microsoft Office
- Solid knowledge of the local community (Mississauga, Brampton, Caledon).

### **Skills required:**

- Client service
- Teamwork
- Communication
- Leadership
- Build community relationships
- Digital skills to understand and use tools and applications

### **Compensation:**

An hourly wage of \$15.00 is set in keeping with minimum wage in Ontario.

**Reports to:** Manager, Community Engagement

### **Training Provided:**

- Hands on experience and mentoring from Volunteer MBC staff.
- Overview of the program.
- Volunteer MBC's Service Excellence training.
- Opportunity to participate in any learning program (related to your role) offered through the Volunteer MBC Learning Centre.

**Applications due by: Friday, May 13, 2022 at 5PM ET.**

**Interviews will be held the week of May 16-20, 2022.**

Please submit your cover letter and resume by email to:  
**jobs@volunteermbc.org**

*We thank all interested applicants, however, only those selected for an interview will be contacted.*