

## Job Opportunity

### Community Worker - Canada Summer Jobs (2) positions

Bengali Information and Employment Services (BIES) is a non-profit, community based grass-root organization that offers employment, informational, and educational supports to the communities in Toronto. BIES is looking to hire two youths. The job is for nine weeks under Canada Summer Jobs program for the above positions.

**MAIN RESPONSIBILITIES** include, but not limited to:

- Recruit volunteers from the community as per BIES policy, train and manage them to work for community development
- Organize meeting for volunteers and help them identify new initiatives and tasks
- Promote BIES' program and services across the community
- Prepare contents for updating BIES's website and other promotional materials
- Organize events for youths and seniors for raising awareness on healthy eating, mental health issues
- Organize events for disseminating information pertinent for the community
- Organize community kitchen, after-school programs, job search and network building workshop for job seekers, fund raising events, clothing drive for homeless people.
- Perform research on various issue, collect data for monitoring and evaluation
- Perform administrative and clerical work for BIES.
- Organize and activate BIES's youth forum, events and fund raising using Zoom, Google Meet:

### **SKILLS & QUALIFICATIONS**

- Must be between 15-30 years of old, a Canadian Citizen/permanent resident, or conventional refugee
- Have a valid SIN and be legally entitled to work in Canada in accordance with Ontario provincial regulations
- Excellent interpersonal communication skills
- Superior expertise of social media platforms and passionate about creative digital marketing
- Excellent written and oral communication in English ; however, ability to communicate in Bengali will be preferred
- Ability to deal with others effectively: Good time-management skills with attentive to details
- Candidates should be a self-starter who requires minimal supervision and flexible to work on some weekends and evenings.

This is an hourly position starting from late June 2020 for 270 hours period at minimum provincial hourly wage rate. Those who are interested can apply.

To apply for the job, please send your cover letter and résumé in a single document (Word or PDF) no later than 5:00 p.m. on June 15, 2020 to: Hiring Committee, Bengali Information and Employment Services, e-mail: [biestoronto@gmail.com](mailto:biestoronto@gmail.com). BIES is an equal opportunity employer. Thanks to all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

