

Job Opportunity

Community Worker (2) - Canada Summer Jobs Program

Bengali Information and Employment Services (BIES) is a charitable, non-profit, community-based grass-roots organization that offers employment, settlement, mental health, informational and educational support to the communities at Taylor-Massey, Crescent Town in the City of Toronto. BIES is looking to hire two youths as Community Workers for the summer of 2023. The job is for nine weeks under the Canada Summer Jobs program of the Government of Canada.

Job Summary:

BIES is seeking a skilled and creative individual to fill the two positions of Community Workers. The successful candidate will be responsible for creating and managing digital content and developing and implementing fundraising strategies to support our programs and services. The Community Worker will work collaboratively with our team to engage and communicate with our community, increase our visibility and impact, and enhance our fundraising efforts.

Responsibilities:

- Create and manage high-quality digital content, including social media posts, website updates, blog articles, videos, and graphics.
- Develop and implement fundraising strategies, including grant proposals, donor stewardship, and event planning.
- Collaborate with team members to create and execute outreach and engagement campaigns.
- Analyze and report on the effectiveness of digital content and fundraising efforts, using data and feedback to improve future campaigns.
- Cultivate and maintain relationships with donors, sponsors, and community partners.
- Recruit volunteers to activate the formation of the Youth Council, orient and organize various programs for the community development
- Assist in preparing financial reports, such as balance sheets and income statements.
- Represent our organization at community events and meetings as needed.

SKILLS & QUALIFICATIONS

- Must be between 15-30 years old, a Canadian Citizen/permanent resident, or a conventional refugee.
- Have a valid SIN and be legally entitled to work in Canada by Ontario provincial regulations.
- Experience in digital content creation and fundraising, preferably in the non-profit sector.
- Experience with social media platforms, website content management systems, and email marketing tools.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with a diverse range of stakeholders.; however, the ability to communicate in Bengali will be preferred.
- Ability to deal with others effectively: good time-management skills with attention to detail.
- Candidates should be a self-starter who requires minimal supervision and is flexible to work on some weekends and evenings.

This is an hourly position starting from mid-June 2023 for 9 weeks period (weekly 30 hours) at a 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 10, 2023, to: Hiring Committee, Bengali Information and Employment Services, e-mail: 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 the interview will be contacted.