



## SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

**Job Title:** Community Connections Activity Worker  
**Location:** Surrey Head Office  
**Position:** Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019  
**Wage:** \$12.65 to 13.85 per hour; Full-time 35 hours a week  
**Conditions:** Must be able to work full-time from April 23, 2019 to September 01, 2019

**Job Summary:** The Community Connections Activity Worker will coordinate Community Connections activities.

### Work Tasks and Responsibilities

- Assist the community connections coordinator with providing social support to new immigrant clients
- Assist clients with social activities at the community organizations as required
- Assist Settlement Counselors in helping with client enquires, making phone calls, registering clients for workshops and training sessions and assisting with arrangements for these events
- Assist with maintaining the Settlement Resource Room including inventories
- Provide admin support as required to the Community Connections Coordinator and Settlement Coordinator
- Update and maintain a database of clients for various Settlement Services
- Regular upkeep and maintenance of client and program files
- Compilation and maintenance of program stats
- Other assigned duties as required

### Skills and Abilities

- Analytical skills,
- Communication and interpersonal skills
- Ability to work in a cross cultural setting with children
- Knowledge of Microsoft Word, Excel
- Verbal and written English skills

### Level of Education and Experience

Enrolled in or interested in enrolling in a Social Science program. Experience in or interested in gaining experience in community social services / non-profit sector.

### ELIGIBILITY

To be eligible, 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
- 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

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)

**Please include the job title in the email subject.** We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.