



Canada Summer Job: Assistant Counsellor

Position:	Intern, Social Action and Community Building
Program:	Canada Summer Jobs - Students
Contract:	Temporary; 9 weeks; 30 hours per week
Location:	202-128A Sterling Road and travel within the GTA and Bathurst Finch and Lawrence Heights communities
Salary:	\$12.40 per hour
Application Deadline:	May 18, 2017, 5.00pm
File Number:	CSJ #16-17 – with cover letter and resume-please quote file number
E-Mail:	hrdep@familyservicetoronto.org
Mail:	HR, Family Service Toronto, #202 – 128A Sterling Rd, Toronto, ON M6R 2B7
Web:	familyservicetoronto.org

May 4, 2017

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community building and working with partners to strengthen the sector.

Social Action and Community Building's work is focused on driving system-level change for more just and supportive communities at the local, provincial and national levels. Poverty, marginalization and discrimination are at the root of the inequality that affects our communities. We work with diverse partners at the neighbourhood, city-wide, provincial and federal levels in coalitions and networks. We develop effective policy solutions, engage residents in leadership opportunities and provide public education to community residents, advocates, service providers and the general public. The successful candidate will work to support the activities of the unit and will report to the Director of Social Action and Community Building at FST. Supervision will include mentoring and career development support.

ELIGIBILITY

To be eligible to apply for this Canada Summer Jobs position, applicants must:

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year

- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

KEY RESPONSIBILITIES

- Supporting the engagement of parents with lived experience of poverty to influence supportive public policy development for low income children, youth and families.
- Creating accessible communications materials (such as infographics) to share research and consultation findings with parents and community members
- Conducting group evaluations and contributing to reporting
- Representing Family Service Toronto at summer festivals and community events held by agency partners located in downtown Toronto, Bathurst Finch and Lawrence Heights communities
- Supporting the 150th anniversary celebrations of partner agencies through participation in and promotion of activities
- Engaging with diverse community members at community events, providing information about Family Service Toronto and related community services for disadvantaged youth and newcomers
- Attending community meetings and initiatives as required
- Networking and partnerships to support current initiatives and projects
- Students are encouraged to initiate projects to challenge themselves to meet their own goals and to re-set goals as they achieve them
- Assist with special projects as required

QUALIFICATIONS:

- Graduate or undergraduate with an equivalent combination of education and experience over a minimum one-year period.
- Ability to work independently or as part of a team; you plan, organize, and prioritize your work to meet competing deadlines.
- Well-developed verbal and written communication skills, in particular report writing with end users in mind
- Demonstrated commitment to principles of equity, inclusion and cultural competency
- Excellent writing and research skills
- Strong computer skills including Word, Excel, Power Point, Infographics
- Excellent interpersonal, organization, time management, and prioritizing skills
- Must be a self-starter, able to work independently as well as part of a team
- Exercise initiative and good judgment with ability to multi-task
- Excellent attention to detail
- Satisfactory criminal reference check with Vulnerable Sector Search

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview. No phone calls please.