

April 30, 2025

Job Posting - Canada Summer Jobs 2025
Social Services Assistant – Front Desk & Administration

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to assist newcomers in adapting to Canadian life in their neighbourhood and to provide support to Canadians in building a stronger community. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking one (1) Social Services Assistant – Front Desk & Administration to support programs in our Scarborough service location.

Terms & Conditions:

- Salary: \$17.20 per hour
- Duration: 8 weeks, duration between June 16, 2025 to August 8, 2025
- Work hours: 35 hours per week
- Work Location: In person, at specified office locations

Position:

Job Title: Social Services Assistant – Front Desk & Administration (1 position)

Work Location: 325 Bamburgh Circle, Unit A107, Scarborough, ON

Responsibilities:

- Answer Newcomer clients' inquiries and schedule appointments;
- Help clients identify their needs and find relevant information and community resources;
- Outreach to promote related programs or activities;
- Provide hands-on guidance on using modern technology to access community and government services;
- Support front desk, reception, and registration for clients for agency programs;
- Support agency staff in the delivery of the centres' programs and activities, which provide opportunities for newcomers to meet and develop networks with other newcomers and Canadian citizens in the centres' respective communities (i.e., Multicultural Events, Summer Camps, Field Trips for Newcomer Families);
- Update agency database and maintain participants' confidential records.

Qualifications & Requirements:

- Be between the age of 15 and 30 (inclusive) at the start of employment in order to meet Canada Summer Jobs funding requirement;
- 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*;
(* International students are not eligible)
- Be legally entitled to work in accordance with Ontario legislation and regulations;
- Ability to work flexible hours as required;
- Must commit to full contract duration;
- Proficiency in written and spoken English, ability to communicate in a second language commonly used by clientele a strong asset;
- Strong interpersonal and organizational skills;
- Able to work independently and be a good team player;
- Able to multi-task and set priorities;
- Able to travel to other TCCSA service locations to complete assigned tasks;
- Computer skills, including word processing, spreadsheet and data entry/management;
- A clear, mandatory Vulnerable Sector Screening-Police Reference Check.

How to Apply:

Please submit a cover letter and resume to recruit@tccsa.org no later than **5 p.m. on May 23, 2025**.

Applicants should quote the **#CSJ25-02 Social Services Assistants – Front Desk & Administration** on the application.

We thank all applicants for their interest. Only selected candidates will be contacted for an interview. Regrettably we cannot accept telephone inquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.