

April 30, 2025

## **Job Posting - Canada Summer Jobs 2025**

### ***Community and Social Services Worker***

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 two (2) Community and Social Services Workers to support programs in our Markham service location.

#### **Terms & Conditions:**

- Salary: \$17.20 per hour
- Duration: 8 weeks, duration between July 7, 2025 to August 29, 2025
- Work hours: 35 hours per week
- Work Location: In person, at specified office locations

#### **Positions:**

Job Title: Community and Social Services Worker (2 Openings)

Work Location: 3636 Steeles Avenue East, Unit 213A, Markham, Ontario L3R 1K9

#### **Responsibilities:**

- Help set up and run community events and programs;
- Talk with community members and provide basic information or support;
- Help organize supplies, set up rooms, and keep spaces welcoming;
- Assist with making phone calls, emails, and simple office tasks (i.e. copying papers, and organizing files);
- Support staff with day-to-day operations;
- Attend team meetings and share ideas on how to better help our community;
- Promote programs and services by handing out flyers or helping with social media;
- Help prepare materials like flyers, posters, and activity supplies;
- Keep records of who attends programs or uses services;
- Support our outreach efforts by handing out information or helping at booths;
- Work with staff and volunteers as part of a team;

## 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](mailto:recruit@tccsa.org) no later than **5 p.m. on May 23, 2025**.

Applicants should quote the **#CSJ25-03 Community and Social Services Worker** 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.