

**Summer Digital Services (Settlement.Org & Etablissement.Org) Summer Job**  
**OCASI - Ontario Council of Agencies Serving Immigrants**  
Toronto, Ontario

NOTE: To be eligible, youth must be between 15 and 30 years of age at the start of employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Settlement.Org & Etablissement.Org is a bilingual website that provides an electronic community where newcomers can get information and resources about settling in Ontario, read relevant news, ask questions, share their experiences with others, and access a database of community organizations.

We are looking for an individual to support our team with content updates, translations, basic video editing, and general team support tasks for the Summer. Our website is going through the early phase of a redesign that will launch shortly after content is migrated to a new platform. This individual will play a key role in migrating content from the old websites to a new consolidated one. This position does not require original content writing, but rather focuses on analyzing, adapting and organizing existing materials.

If you are passionate about the immigration and settlement sector in Ontario, interested in researching useful information for newcomers, and excited about building connections in the field, this role offers a rewarding experience.

**Specific Position Duties:**

- Analyze and transfer existing content (articles, news, and resources) from the old website to the new platform.
- Review articles to ensure clarity, accuracy, and accessibility.
- Translate and adapt articles from English to French to better serve our francophone audience (optional)
- Edit and prepare video content (add subtitles, make simple cuts, format for the new platform).
- Create social media posts and visuals to highlight key resources.
- Research events, news, and resources to be shared on Settlement.Org & Etablissement.Org.
- Participate in team meetings and support the team with other tasks as required.

**Skills/Qualifications:**

- Knowledge and understanding of settlement services and awareness of issues, barriers and information needs of newcomers.
- Demonstrated sensitivity to other cultures and awareness of the intersectionality of newcomers (racialized, LGBTQIA+, survivors of GBV, disability, etc.).
- Basic understanding of plain language and design as it relates to web content.
- Hands-on experience in web content management systems; content writing in HTML is an asset; familiarity with web content applications.
- Strong written and verbal communication skills in both official languages
- Well-developed interpersonal and relationship-building skills, able to work as a team member in a fast-paced environment
- Strong organizational skills, detail-oriented, able to work independently to meet deadlines and adhere to schedules
- Bilingual in English and French is an asset.

- Editing video skills are an asset.

\*OCASI currently operates within a hybrid workplace model; however, the successful candidate must live in Ontario, and it is possible to work fully remote.

**How to apply:**

Send a cover letter and resume with **Digital Services (Settlement.Org & Etablissement.Org) Bilingual Summer Job** in the title by **6/16/2025** to the Hiring Committee, OCASI at [gethired@ocasi.org](mailto:gethired@ocasi.org).

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying, however, only the candidates selected for an interview will be contacted. No telephone inquiries, please.