



PAID INTERNSHIP OPPORTUNITY- RECEPTION - ADMINISTRATIVE SUPPORT 2026

Delta Family Resource Centre (Delta) is a B3 + (Black mandated, Black led and Black serving) agency that responds to the emergent needs of diverse Black communities, as well as those of other priority populations in Northwest Toronto. Our work is grounded in Black/African-centered approaches and strives to continually develop and cultivate positive relationships with communities and partners. A non-profit, community-based agency, Delta Family has served communities in North-West Toronto for more than 44 years. As part of Delta's commitment to community capacity building over the next three years, Delta Family with support from United Way, will be offering a paid internship opportunity for community leaders – in the area of Reception and Administration.

This paid internship opportunity is for the residents from Mt. Olive-Silverstone-Jamestown, Thistletown Beaumont Heights, Elms- Old Rexdale, Kingsview Village, Humber Summit and Humbermede neighborhoods. The primary objective of this internship program is to provide a community leader with an opportunity to gain working experience in social services with the possibility to work on projects which will benefit the community – while at the same time gaining critical Administrative skills and supporting the organization by providing Front Desk services. This program aims to enhance the leadership and social development skills of community leaders through engaging them with community services like child care, welfare for seniors, strength-based approaches, youth empowerment, financial literacy etc. This program will help the interns developing their interpersonal skills and building network of contacts. It is an opportunity for a person who is committed to serve diverse community to build safer, stronger and healthier neighborhoods, while significantly enhancing the quality of life for the residents.

Responsibilities:

- Support the effective operation of program activities, including identifying needs, planning, implementation, and reporting.
- Take meeting notes and prepare minutes.
- Conduct research and compile reports as needed.
- Assist in organizing skill development training programs for residents.
- Communicate and liaise with partners and program beneficiaries.
- Promote Delta's vision and initiatives within the community.
- Assist the administrative team with day-to-day office operations.
- Prepare a comprehensive report upon successful completion of the internship.

Qualifications:

- Resident/student from Mt. Olive-Silverstone-Jamestown, Thistletown Beaumont Heights, Elms-Old Rexdale, Kingsview Village, Humber Summit and Humbermede neighborhoods;
- Relevant secondary or post-secondary education or equivalent lived experience;
- Lived experience of the issues facing Black communities
- Knowledge of key issues faced by racialized, low income residents of North west Toronto
- Some experience in Customer service and/or Front Desk operations
- Some experience in planning and implementing community projects;
- Demonstrated leadership skills in the community;
- Prior volunteering experience for the community;
- Ability to organize and facilitate seminars, workshops etc;
- Basic command of the English language, verbal and written;
- Proficiency with Microsoft word and excel
- Other languages are an asset

Internship Period: February to July, 2026

Work Schedule: 4 days per week / 28 hours per week

Remuneration: \$20 per hour

The successful candidate will be required to have/obtain a current vulnerable sector Reference Check (can be obtained upon offer of position). Delta is an equal opportunity employer.

Forward your cover letter and resume quoting "Internship Program"
By January 12th, 2026 either by:

Email: hiring@dfrc.ca

Or

Hiring Committee, Internship Program
Delta Family Resource Centre, 2291 Kipling Avenue, Etobicoke, ON, M9W 4L6
Fax: (416) 747-7415

We thank all applicants for their interest. Regretfully, only short-listed candidates will be contacted.