

April 22, 2026

## Job Posting - Canada Summer Jobs 2026

### Social Services Assistant Position

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 neighborhood 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 1 Social Services Assistant position to support programs in our Mississauga service location.

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

- Salary: \$17.60 per hour
- Duration: 8 weeks, duration between Jun 29 - August 25
- Work hours: 35 hours per week
- Work Location: In person, at Peel Centre, 720 Burnhamthorpe Rd, Mississauga – ON L5C3G1

#### **Positions:**

Job Title: Social Services Assistant (1 opening)

Work Location: Peel Centre, 720 Burnhamthorpe Rd, Mississauga – ON L5C3G1

#### **Responsibilities:**

- Support the delivery of a fraud-prevention awareness program for seniors;
- Research and collect real-life scam cases (e.g., AI voice scams, phishing, impersonation);
- Assist in preparing and delivering educational workshops and group discussions to educate seniors on modern fraud tactics and digital safety;
- Support hands-on workshops on mobile app safety, device security, and online privacy;
- Guide participants on identifying suspicious links, scams, and AI-generated content;
- Assist in creating simple, educational video content for social media outreach;
- Assist with outreach events and community engagement activities;
- Support front desk operations by welcoming newcomers and service users, responding to in-person and phone inquiries, and directing clients appropriately;
- Maintain organized front desk procedures, including client intake, record keeping and general reception duties;
- Provide administrative support, including filing, organizing documents, data entry, and managing office supplies;
- Assist clients in identifying their needs and connect them with appropriate community resources and settlement services;

### Qualifications & Requirements:

- Must 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 29, 2026.

Applicants should quote the **#CSJ26-04 Social Service Assistant - PC** on the application.

We thank all applicants for their interest, however, 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.