



CANADIAN CENTRE FOR INFORMATION AND KNOWLEDGE



JOB OPPORTUNITY Community Workers, Canada Summer Jobs 2026

The Canadian Centre for Information and Knowledge (CCIK) is a registered not-for-profit dedicated to a simple but powerful mission: empowering individuals through information. We are currently seeking passionate, driven youth to join our team as **Community Workers** for an eight-week placement through the Canada Summer Jobs program. This is a unique opportunity to gain meaningful professional experience while helping us build a more informed, connected, and empowered community.

Job Location: Toronto

MAIN RESPONSIBILITIES include, but are not limited to:

- Actively engage youth and seniors, encouraging them to utilize community resources and participate in local programming.
- Recruit and mobilize volunteers to launch our Youth Council and organize various community development initiatives.
- Lead the coordination of organizational events, managing everything from initial budgeting and logistics to final implementation and evaluation.
- Maintain precise records in our database and prepare comprehensive administrative, program, and financial reports.
- Perform essential administrative duties to ensure smooth day-to-day operations.
- Video Content Creation: Manage raw assets—including camera footage, dialogue, sound effects, and graphics—to produce high-quality film or video products that tell our story.
- Adaptive Assistance: Perform other duties as required to support the evolving needs of the organization and the community.

REQUIREMENTS & QUALIFICATIONS:

- To be eligible for this position, applicants must meet the following criteria:
- Age: Be between 18 and 30 years of age at the start of employment.
- Legal Status: Be a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Possess a valid Social Insurance Number (SIN) and be legally entitled to work in Canada.
- Minimum of a High School Diploma. Current students or graduates in Business, Arts, or Social Sciences are strongly preferred.
- Superior expertise in social media platforms and a genuine passion for creating impactful digital outreach.
- Excellent written and oral English skills. The ability to communicate in Bengali is a strong asset and will be given preference.
- The ability to deal with diverse groups of people effectively and professionally.
- Strong time-management abilities with a keen eye for detail.
- Work Ethic: A self-starter who takes initiative with minimal supervision.
- Flexibility: Must be willing and available to work occasional evenings and weekends as required by program events.

This hourly position starts in early June 2026 at a minimum provincial hourly wage rate. Those who are interested can send your cover letter and résumé in one single document (Word or PDF) no later than 5:00 p.m. on May 10, 2026, to the Hiring Committee at cciktoronto@gmail.com.