

Community Worker (2) - Canada Summer Jobs Program

Bengali Information and Employment Services (BIES) is a charitable, non-profit, community-based grass-roots organization that offers employment, settlement, mental health, informational and educational support to the communities at Taylor-Massey, Crescent Town in the City of Toronto. BIES is looking to hire two youths as Community Workers for the summer of 2024. The job is for nine weeks under the Canada Summer Jobs program of the Government of Canada.

Job Summary:

BIES is seeking a skilled and creative individual to fill the two positions of Community Workers. The successful candidate will be responsible for creating and managing digital content and developing and implementing fundraising strategies to support our programs and services. The Community Worker will work collaboratively with our team to engage and communicate with our community, increase our visibility and impact, and enhance our fundraising efforts.

Responsibilities:

- Plan and reach out to the community and promote BIES's programs and services across the community.
- Create digital content and promote it on social media for public awareness of different social issues.
- Reach out to youth volunteers across the community, organize and involve them in community development.
- Create and implement fundraising tools and techniques to finance BIES programs & services
- Manage youth council to make a platform for youth for positive interaction and social change.
- Support the community by organizing events for environmental protection, green life, and community safety.
- Organize and promote mental health seminars and workshops for a healthy society.
- Perform administrative tasks and documentation.

SKILLS & QUALIFICATIONS

- Must be between 15-30 years old, a Canadian Citizen/permanent resident, or a conventional refugee.
- Have a valid SIN and be legally entitled to work in Canada by Ontario provincial regulations.
- Experience in digital content creation and fundraising, preferably in the non-profit sector.
- Experience with social media platforms, website content management systems, and email marketing tools.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with a diverse range of stakeholders.; however, the ability to communicate in Bengali will be preferred.
- Ability to deal with others effectively: good time-management skills with attention to detail.
- Candidates should be a self-starter who requires minimal supervision and are flexible to work on some weekends and evenings.

This is an hourly position starting from mid-June 2024 for 9 weeks period (weekly 30 hours) at a minimum provincial hourly wage rate. Those who are interested can apply.

To apply for the job, please send your cover letter and résumé in a single document (Word or PDF) no later than 5:00 p.m. on May 30, 2024, to: the Hiring Committee, Bengali Information, and Employment Services, e-mail: biestoronto@gmail.com. BIES is an equal-opportunity employer. position: all applicants for their interest in this position; however, only those candidates selected for the interview will be contacted.