



**JOB POSTING (Internal/External)
Settlement/Community Support Project Coordinator
(35 hrs./week)
Contract until March 31, 2023**

As part of an integrated settlement services team, the Settlement /community Support Project Coordinator works with clients who have been assigned by the **Community Engagement/Settlement Manager**, or referred by counselors. The Settlement/Community Support Project Coordinator outreaches, engages and refers clients who have been affected by war, torture, crimes against humanity and genocide to the CCVT newcomer and community services.

Qualifications include:

- Post-secondary education preferably in a settlement related field and/or digital marketing related fields and/or at least two years of relevant experience
- Strong knowledge of social media (Facebook and Instagram) metrics, algorithms and best practices is required
- Demonstrated experience in health or social service setting. Ensure that client information in the database is current and accurate.
- Ensures that services are accessible, responsive and respectful of participant's values and needs.
- Commitment to working within an anti-oppressive and anti-racist framework
- Proven ability to work with a team composed of staff, volunteers and in a multiracial, multiethnic setting.
- Ability to work effectively in physical offices or virtual environments
- Flexible, as evening and weekend work is required.
- Ability to speak an additional language is an asset
- Vulnerable Police Clearance report is a requirement

Organizational Duties include (but not limited to):

- Facilitates workshops to clients, community and other professionals
- Excellent report writing (monthly, annual and as needed) and computer skills in a Windows environment.
- Organizes client orientation and training workshops
- Assists in facilitating CCVT activities
- Facilitates the engagement of clients in the community through networks and outreach.
- Knowledge of refugee clients and settlement issues and services
- Conducts outreach via in-person, social media, email and other internet-based platforms to recruit newcomer clients, ensuring that participants are eligible for Newcomer Programs (Permanent Residence, Conventional Refugees, GARS, etc.)
- Maintains and ensures active presence on existing social media channels and supports the CCVT programs, posting online group activities and resources for newcomers
- Maintains and expands client base through online outreach and program promotion with other organizations and networks. Also develops and distributes program materials online and in a variety of in person settings
- Develops promotional materials, original visual content, and content for **CCVT** social media channels
- Maintains up to date knowledge of community resources and initiatives, especially related to settlement
- Participates in the development and distribution of digital program evaluations assessing the needs of newcomer clients
- Supports the provision of individual supports, group activities and newcomer leadership development as appropriate at a variety of locations in the community and virtually
- Participates in program and activity planning and development of various aspects of program delivery as appropriate
- Develops best practices in the form of a tool kit on digital programming/outreach for newcomer clients
- Represents the program as appropriate with parents, community groups and networks, community groups, program partnerships service coordination and community development initiatives
- Reports trends and provides accurate reporting to settlement manager

Compensation: \$26.00/hour + plus generous benefits package

Location: Any CCVT location as assigned

How to apply:

Please submit your cover letter and resume by 5:00 p.m. on June 30, 2022 via email to jobs@ccvt.org.

Please note CCVT operates in a unionized environment. Thank you to all applicants for applying. Please note that only candidates selected for an interview will be contacted. **No telephone inquiries please.**

Main 194 Jarvis St, 2nd Fl., Toronto, ON, Canada M5B 2B7 T: 416.363.1066 F: 416.363.2122 E: mabai@ccvt.org **Toll Free:** 1.877.292.2288

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 T: 416.750.3045 F: 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl., Toronto, ON, Canada M1L 2T3 T: 416.750.9600 F: 416.750.9200

Mississauga Office 130 Dundas St. East, #204, Mississauga, Ontario, Canada L5A 3V8 T:905-277-2288 F:905-277-8083 **20**

Palace Road Toronto, Ontario, Canada M5A 1G4 T:416-364-3184



CANADIAN CENTRE FOR VICTIMS OF TORTURE

It is a condition of employment that new employees provide proof that they are vaccinated against COVID-19 prior to the start date of employment. This means that all new employees must have received at least two doses of a COVID-19 vaccine approved by Health Canada prior to their start date. In addition, it is a condition of employment that all new hires obtain and submit proof of all required doses of the vaccine and maintain all booster vaccines as approved and recommended by Health Canada.

Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code, for not being fully vaccinated against COVID-19 may provide such documentation to the Human Resources department. Such situations will be considered on a case-by-case basis in compliance with the Canadian Centre for Victims of Torture's legal obligations.

The Canadian Centre for Victims of Torture is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment process, please notify us and we will ensure the necessary steps are taken to accommodate your needs.

Accredited to the International Rehabilitation Council for Torture Victims

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