

**We're Hiring!**



## **SETTLEMENT WORKER, COMMUNITY SERVICES (Canada Summer Job)**

**Job Status:** *Temporary, Full-time*

**Hours of Work:** *35 hours per week*

**Program:** *Newcomer Employment Program & SIP*

**Positions:** *4 positions*

**Constituency:** *Surrey Centre*

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position will assist newcomers with information, resources, knowledge, and skill-building activities necessary to settle in Canada. In addition, the position involves organizing community events to support newcomer youth access community programs and education programs.

**\*\*The latest job end date for Canada Summer Job, 2023 is September 2, 2023.**

### **ACCOUNTABILITIES**

- Work with Settlement Workers to develop, promote, and organize in-person & online group activities (workshops, special events, information sessions)
- Support Settlement Workers to effectively utilize interactive communication platforms (i.e. Zoom, Slido, Mentimeter, etc.) during group activities.
- Offer one-on-one digital literacy training for newcomer clients to learn how to use communication platforms and operate technology such as tablets/laptops.
- Organize community events to support vulnerable youth access community programs and education programs.
- Organize education and careers fairs to connect newcomers with Education service providers.
- Assist Program Manager to promote program activities within newcomer communities via social media.
- Assist Program Manager with other tasks related to social media, digital messaging & communication platforms.
- Perform other related duties as required.

### **QUALIFICATIONS**

#### **Education, Training, and Experience:**

- Experience volunteering or working in a non-profit organization is an asset.
- Experience using social media platforms
- Fluency in a second language is preferred, in particular Spanish, Arabic, Dari or Pashto.
- Valid driver's license and access to a reliable vehicle.

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### Skills and Abilities:

- Demonstrated experience in understanding immigrant and refugee needs.
- Demonstrated computer and desktop publishing skills
- Demonstrated flexibility and the willingness to adapt to changing situations.
- Ability to easily build rapport with people.
- Demonstrated interpersonal and effective communication skills.
- Ability to work individually and as a part of the team.
- Good organization and time-management skills.
- Ability to identify sensitive issues and maintain confidentiality.

### ELIGIBILITY REQUIREMENTS

This position is supported by the Canada Summer Jobs (2023) program. This position is contingent on Federal Government Grant funding.

- Candidates must be aged 15-30 years at the beginning of employment.
- Must be either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### SPECIAL REQUIREMENTS

- Satisfactory Criminal Reference Check / Vulnerable Sector search as per the agency policy.
- Personnel must sign a Confidentiality Agreement and Code of Ethics.

**PLEASE APPLY TO:** Iris Solorzano, Program Manager  
Options Community Services Society  
Email: [iris.solorzano@options.bc.ca](mailto:iris.solorzano@options.bc.ca)

**Please include a cover letter clearly indicating the posting title and outlining your qualifications and related experience for the position]**