

Un coup de main
quand t'en as besoin

**Centre de
ressources**
communautaires
de la Basse-Ville



Lowertown
Community
**Resource
Centre**

A helping hand
when you need one

CRCBV-LCRC **AFFICHAGE DE POSTE-JOB POSTING**

2021 Bilingual Community Engagement Worker (Canada Summer Job)

JOB INFORMATION

Position Title: Community Engagement Worker

Direct Supervisor: Manager of the Social Support Program

Hours: 35 hours / week for 8 weeks

Salary Range: 18.4039\$ /hour (Plus 6% vacation pay)

Application Deadline: Monday, October 25th, 2021 - 8:30 am

Employment period: November 8th, 2021 to December 31st, 2021

JOB SUMMARY *The Community Engagement Worker assists The Social Support workers in various community program and activities. All activities are subject to COVID-19 guidelines during the pandemic and can include using ZOOM for group activities or working from home. All candidates are also expected to observe guidelines when working on site such as wearing a mask, cleaning surfaces, and other measures.*

PRIMARY DUTIES & RESPONSIBILITIES

- Assists and promotes with the application of COVID-19 guidelines;
- Assists with activities that support food security initiatives;
- Provides help to Social Support Workers with the Holiday Program (registering clients, etc.);
- Promotes community activities in the neighbourhood through outreach;
- Posts news and information about the Centre and its partners;
- Assists in planning of community events and celebrations;
- Performs other duties as assigned;
- Data entry.

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JOB REQUIREMENTS

- Must be between the ages of 15 and 30 years of age at the start of employment;
- Must 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;
- 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 (work permit);
- Knowledge and understanding of issues and challenges facing low income and diverse communities (poverty, immigration, housing, ...);
- Cultural sensitivity and ability to work as a team member;
- General knowledge of community resources;
- Knowledge of Microsoft Office suite and social media tools;
- Strong interpersonal and cross-cultural communication skills;
- Ability to work flexible hours, including weekends, and evenings;
- **Fluency in French and English is required (candidates will be evaluated on their proficiency of both official languages before being invited to an interview);** other languages (Spanish, Arabic, Somali, etc.) are an asset;
- **All applicants must be fully vaccinated in order to be considered for any staff opportunities. Upon hiring, applicants must provide government issued documentation proving they have been fully vaccinated.**

Please submit your resume and cover letter **by Monday, October 25th, 2021, before 8:30am** to:

Selection Committee
Lowertown Community Resource Centre
40 Cobourg Street, Ottawa, ON K1N 8Z6
E-mail at: alutala@crcbv.ca
Or by fax: (613) 789-3443

We invite you to consult our website (www.crcbv.ca) for more information

The Lowertown CRC respects the employment equity and diversity principle.
We encourage all qualified candidates to apply.

**We thank you for your interest in this position.
Only the candidates selected for an interview will be contacted.**