

Summer Student Job - Settlement Worker

JOB DUTIES

- Consultation of Ukrainians (first steps in Canada, how to adapt in Canada, other questions)
- Consultation about donations
- Presentation of the organization's services
- Keeping statistics
- Answer calls
- Answer emails
- Preparation of gifts for newcomers
- Acceptance of donations and their collection in a special place (up to 10 kg)
- Cleaning your work area.

Essential Requirements:

- Must have good stress resistance
- Qualified candidates must be legally eligible to work in Canada
- Available to work for the full program - 35 hours a week for 8 weeks, from July to August
- Strong proficiency in Microsoft Office programs is preferred; with strong proficiency in Excel
- Must be detail-oriented, highly organized, and able to manage multiple tasks
- Ability to work independently, as well as in team settings
- Good written and verbal communication skills
- The candidate must be fluent in **Ukrainian and English**

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment*
- 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**
- 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
- *The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

****International students are not eligible participants.** International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

This year all Canada Summer Job positions are available in the Canada Jobs Bank. We would encourage eligible applicants to search through the many Ukrainian Canadian community organizations who will also be hiring students.

We offer a learning and supportive working environment.

This competition will remain open until a suitable candidate is found.