

Parkdale Community Information Centre

The Parkdale Community Information Centre (PCIC) is a non-profit charitable community services organization committed to meeting the diverse and changing needs of the Parkdale community through the delivery of accessible, effective programs and services. The Centre helps people living in Parkdale to access community and government resources and services; supports them to live independently; and encourages them to participate more fully in community life. The Centre particularly targets low-income, vulnerable, disadvantaged, and marginalized populations in Parkdale including newcomers, immigrants, students, refugees, and people with disabilities.

We have two "Canada Summer Jobs" positions available this summer for students at Parkdale Community Information Centre.

Job Title One: Community Outreach & Development Support Worker

Job Responsibilities:

- Assist in the planning and organizing of program activities to support newcomers, immigrants and members in Parkdale community.
- Develop outreach materials to promote PCIC programs and services to the public, including updating information on PCIC website.
- Collecting up-to-date information on local agencies and services for PCIC database and files.
- Participate in staff meetings and attend community meetings.
- Participate in organizing community events such as Annual Newcomer Fair, Youth Job Fair, Parkdale Youth Festival and PCIC Rummage Sale, etc.
- Assist in the design and publication of Agency's newsletter.
- Provide other administrative duties as required.

Job Title Two: Youth Engagement Support Worker

Job Responsibilities:

- Assist in the delivery of youth and outreach programming.
- Provide community resources such as employment, tobacco-free, drug prevention resources, recreation & sports, etc., to youth participants.
- Provide orientation and support to youth while volunteering in different community organizations.
- Engage in community events such as Annual Newcomer Information Fair, Parkdale Youth Festival, or Youth Job Fair, PCIC Rummage Sale, etc.
- Attend community meetings with staff, and discuss issues related to youth programming.
- Provide other administrative duties as required.

These positions are available from June 11/2012 – August 24/2012, with 30 hours a week at \$11.25/per hour. To be eligible applicants must be between the ages of 15 to 30, full time students in 2011/12 and returning to full time studies in Fall of 2012. These positions are accountable to the Executive Director.

Applications will be reviewed and potential applicants will be invited to interview immediately.

Please submit a resume and cover letter by May 26, 2012, Saturday

Attention: Hiring Committee
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