



Catholic Crosscultural Services

JOB POSTING TEQ LIP OFFICER – permanent

28hrs/week with the possibility of becoming full time

CCS is a settlement agency providing a wide range of services to immigrants and refugees regardless of race, religion or status. CCS is the lead agency for the Toronto East Quadrant Local Immigration Partnership (TEQ LIP), an initiative that supports collaboration and community-based planning and action around the needs of newcomers. We are currently looking to fill the open position of LIP Officer to support the work of the TEQ LIP Project.

RESPONSIBILITIES:

- Work productively with the team of LIP staff in order to collectively accomplish the goals of the TEQ LIP Project
- Deliver project activities as assigned, including preparation and facilitation of Action Groups, community meetings and partner engagement with main focus on implementing our Welcoming Communities Initiative
- Build relationships with service providers, residents, neighborhood leadership, faith groups and other stakeholders in Scarborough
- Assist with development and implementation of Scarborough Settlement Strategy, action plan and related activities
- Assist with organizing and implementing TEQ LIP events and workshops
- Contribute to implementation of TEQ LIP's communication strategy with focus on social media and online communication, to ensure project activities and related information is clearly communicated among partners and to the community
- Assist in development and maintenance of project website, newsletter and other communication materials
- Conduct research and needs assessments as needed to support project activities
- Assist the LIP Manager to ensure project activities are delivered in accordance with the project policies and guidelines
- Prepare and submit monthly statistic and progress reports.

QUALIFICATIONS:

- Social Work, Community Development or related degree from a recognized institution or equivalent training in the Human Services field
- Front-line community work experience with newcomer populations an asset
- Demonstrated ability and experience in building and maintaining partnerships with service providers both in the settlement sector and among non-settlement organizations
- Sensitivity and awareness of culturally, racially, economically and socially diverse communities, especially issues affecting newcomers
- Extensive knowledge of community issues, resources and services in Scarborough
- Knowledge, understanding and sensitivity to issues and policies affecting immigrant and refugee communities
- Excellent leadership, communication, planning, interpersonal, facilitation and time management skills
- Demonstrated ability to work independently and as part of a team
- Knowledge of program and outcome evaluation an asset
- Ability to work productively in an MS Office environment; knowledge/experience with social media and storytelling a definite asset
- Excellent verbal and written communication skills in English; fluency in French is a definite asset.
- Demonstrated cross-cultural communication skills with participants, agencies and the public
- Ability to work flexible hours which include evenings and weekends
- This position requires extensive travel within Toronto. Possession of a valid Ontario Driver's License and use of a car is an asset.

Location: Scarborough
Hours per week: 28 with possibility to become full time, including evenings and weekends as required
Salary: \$27 to \$29 per hour plus benefits (after completion of the required probationary period)

Please submit cover letter and resume quoting file# T130 no later than 5:00 pm on April 17, 2020 to:

E-mail: resume@ccscan.ca

**CCS is an equal opportunity employer. We welcome applications from all qualified candidates.
Only candidates to be interviewed will be contacted, *no phone calls, please.***