

## **OCASI is looking for Summer Students to fill a variety of positions at OCASI – (3 positions)**

**NOTE: The positions are open to full-time students aged 15-30 years who are intending to return to their full-time studies in 2018; are legally entitled to work in Canada and must be either a Canadian Citizen, permanent resident or person to whom refugee protection has been conferred.**

### **About OCASI:**

Ontario Council of Agencies Serving Immigrants - OCASI acts as a collective voice for immigrant and refugee-serving organizations and coordinates response to shared needs and concerns. OCASI is a registered charity governed by a volunteer board of directors. OCASI's membership is comprised of 220 community-based organizations in Ontario. Typical activities include providing professional training to enhance skills of practitioners, working with communities, government and policy decision makers to enhance the economic, social and cultural contributions of immigrants and refugees and supporting community-based research. For information about OCASI, visit [www.ocasi.org](http://www.ocasi.org).

### **About the Positions:**

The summer student position is an excellent opportunity for anyone interested in careers such as Research & Policy studies, IT Support/Web development or Program support/development in the not-for profit sector, especially those interested in the immigration and refugee sector.

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## **Website Content Development Assistant**

### **Job Summary:**

Assist in the content renewal of our popular websites for newcomers to Ontario (Settlement.Org, NewYouth.ca);

### **Specific Position duties:**

- Edit/create articles for publishing on Settlement.Org and NewYouth.ca
- Work with partners to identify content for posting
- Review and update broken links

- Research Discussion Forum answers
- Update related social media
- Find/post news/events

**Skills/Qualifications:**

- Strong writing skills with the ability to write in plain language
  - Excellent research techniques
  - Skills in HTML are an asset
  - Experience in video production is an asset
  - Fluency in French is a definite asset
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## **Policy/Research and Membership Services Assistant**

**Job Summary:**

Provide administrative and logistical support for the Policy, Research & Membership Team.

**Specific Position Duties:**

- Provide administrative and communication support for annual membership renewal and related activities
- Assist with data entry and support research activities
- Assist with policy research
- Perform administrative tasks and logistical support for events
- Assist with website maintenance

**Skills/Qualifications:**

- Knowledge of immigrant and refugee serving sector
- Awareness of settlement challenges of refugees and immigrants, and demonstrated commitment to anti-racism and anti-oppression.
- Demonstrated ability in performing administrative and clerical tasks
- Demonstrated ability in research
- Oral and written communication skills, ability to speak French is an asset
- Knowledge of social media platforms
- Demonstrated organizational skills, detail oriented, and ability to meet tight deadlines and demanding schedules
- Proven ability to work both independently and as part of a team environment

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# Professional Development & Training Projects Assistant

## Job Summary

Support ongoing professional development and outreach activities of OCASI's Capacity Team in Violence Against Women, Access & Equity Projects including conducting general research and assisting in event planning and management

## Specific Position Duties:

- Assist with online research on existing resources and supports available for outreach and community education on Violence Against Women in immigrant and refugee communities
- Perform administrative tasks and logistical support for events
- Carry out other administrative tasks as assigned (e.g. prepare meeting agendas and minutes, expense claim forms, etc.)

## Skills/Qualifications

- Knowledge and understanding of settlement issues, barriers and information needs of newcomers
- Strong knowledge and understanding of violence against women issues in immigrant and refugee communities, anti-racism and anti-oppression
- Strong research, written and oral communication skills
- Strong organizational skills, detail oriented, independent, ability to meet tight deadlines and demanding schedules
- Demonstrated ability in performing administrative and clerical tasks
- Bilingual preferred

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## General Requirements for all Positions:

Candidates are expected to:

- o Have well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members, partners, staff and volunteers
- o Have the ability to plan, organize and prioritize work activities; possess initiative and good judgment; work with little supervision and enjoy working as a team member in a fast paced environment

- o Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities
- o The student will have a commitment to and awareness of equity, access to service issues, anti-racism and anti-oppression as it relates to immigrants and refugees
- o Perform other duties as assigned

**Duration:**

May 2018 to Aug 2018 @ 30 hours per week for a maximum of 7 weeks;

**Compensation:**

\$15 per hour

**Application deadline:**

May 7, 2018 at 11:59pm

**Apply to:** Hiring Committee, OCASI

**Email:** [summerjobs@ocasi.org](mailto:summerjobs@ocasi.org) (Please indicate the position you are most interested in)

We thank all applicants for applying, however considering the anticipated large number of applications, we regret that only candidates selected for an interview will be contacted.

**No telephone inquiries please.**

**OCASI is committed to Employment Equity.**