



Bilingual Summer Student – Positive Spaces and Accessibility Initiatives
OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

NOTE: 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 and 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 summer student will support ongoing professional development and outreach activities of OCASI's Positive Space Initiatives and Accessibility Projects teams which will include conducting general research.

Specific Position Duties:

- Assist with online research on existing resources and supports available for outreach and community education on Positive Spaces Initiative and Accessibility Projects in immigrants 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 LGBTQTI+ and accessibility issues in immigrant and refugee communities, anti-racism and anti-oppression
- Commitment to and awareness of equity, access to service issues, anti-racism and anti-oppression as it relates to immigrants and refugees
- Strong written and verbal communication skills in both French and English
- Strong research and organizational skills to meet tight deadlines and demanding schedules
- Able to work independently and part of a team in a fast-paced environment
- Detail-oriented with demonstrated ability in performing administrative and clerical tasks

How to apply:

Send a cover letter and resume with **Bilingual Summer Student – Positive Spaces and Accessibility Initiatives** in the title by May 13th, 2022 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying. Only the candidates selected for an interview will be contacted. No telephone inquiries please.