

University Settlement

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Charitable #: 119279412RR0001



University Settlement
Founded in 1910

Over 100 Years of Service in the Community

EMPLOYMENT OPPORTUNITY

JOB TITLE/POSITION: Settlement Services Virtual Program Worker
DEPARTMENT: Settlement and Social Services
REPORTS TO: Director, Settlement and Social Services
DATE: November 2020

ORGANIZATIONAL OVERVIEW:

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being one of the first community-based social service centers in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational, and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services.

POSITION PURPOSE:

Develop and implement client-centred virtual workshops to support newcomers, with a focus on seniors and low-income community members, during the COVID-19 period and in the post COVID-19 recovery period. This position works closely with volunteers both through recruitment and training to support them to take on leadership roles in a range of virtual recreational, social, and educational workshops.

QUALIFICATIONS:

- Completed undergraduate degree in Immigration and Settlement, Social Work, Education, Communications or a combination of relevant education and work experience
- Minimum 1-year front-line experience in community-based organization, providing information, referrals, advocacy, or settlement services, and conducting outreach, with a focus on community development
- Excellent digital media literacy skills: competent in creating and disseminating content on multiple key social media platforms, and experienced in coaching/training other people on using these platforms
- Experience planning and facilitating workshops and group programs focused on health and settlement information for newcomers
- Fluency in oral/written Cantonese and/or Mandarin is required
- Thorough knowledge of community resources and services available for newcomers in Toronto

RESPONSIBILITIES:

- Create and deliver virtual workshop curricula that responds to the needs of newcomers in the time of COVID-19 and the post COVID-19 recovery period including recreational, social, and educational workshops
- Coordinate volunteers and provide training to volunteers to work with community members
- Coach/train community members to support their ability to access virtual programming
- Conduct program evaluations via key informant interviews/session evaluations and produce a best practice report for virtual programming to disseminate to funders and community partners
- Work closely with settlement and senior settlement workers to ensure seamless service coordination
- Maintain accurate monthly statistical records and programs/project reports
- Develops outreach materials and ensure accessibility to the program through widespread publicity of service and events

Terms of Employment:

A Police reference check satisfactory to University Settlement is a requirement of this position.

SCHEDULE: 35 hours per week, some weekends may be required

DETAILS: Non-Unionized position, one-year contract

SALARY: \$22.50/hr

Equal Opportunity Employer Statement

University Settlement is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the Employment Standards Act. University Settlement makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Please submit resume and letter of interest by **5 p.m. December 11, 2020** to settlement@universitysettlement.ca

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.