

Job posting: Employment Support Assistant, Arabic-speaking

Job Summary:

The Immigrants Working Centre is an equality seeking, anti-racist, non-profit, charitable organization committed to the social, political and economic inclusion of refugees and immigrants in Hamilton and across Canada. The Employment Support Assistant will provide support to IWC's Employment Specialists in delivering a range of services that increase labour market access for newcomers to Canada. Specific duties may include: assisting with workshop delivery; researching employers and job opportunities; supporting clients to prepare for employment opportunities one-on-one and in small groups; supporting Arabic-speaking participants through functional interpretation in a range of job-search and labour market orientation activities; and assisting with data entry and filing.

This is an 8-week position, 30 hours per week, \$14.00 per hour.

The successful applicant must demonstrate eligibility for the Canada Summer Jobs Program, as follows:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Minimum Qualifications:

- Demonstrated interest in working as a Career Practitioner, including training as a related field.
- Understanding of current local labour market needs and trends and fundamentals of job search including documentation (resume, cover letter), networking skills, and social media.
- Demonstrated understanding of the barriers to labour market access faced by newcomers to Canada.
- Excellent verbal and written communication skills in English and Arabic; verbal and written communication skills in French is a strong asset
- A demonstrated interest in social justice and equity, and working towards the elimination of barriers to social, economic and civic participation for newcomers to Canada

How to apply: Send resume and cover letter, by email, to IWChiring@IWCHamilton.ca

Only those selected for an interview will be contacted.

Application Deadline: Wednesday May 25, 2018 at 5:00 pm

****Applicants are encouraged to apply as soon as possible, interviews may begin before the deadline.**

Immigrants Working Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.