

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Community Youth Outreach Assistants (Canada Summer Jobs) – 10 positions available	JOB #:	2018-0044
Status:	Contract from June 25, 2018 until August 17, 2018	Hours:	30 hrs/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$14.50/hour (flat rate)
Application deadline:	Monday May 21, 2018 at noon		

Job Summary

Plan and facilitate outreach events and activities for children and youth living in west-end social housing communities, providing opportunities for leadership and community participation.

Job Specific Responsibilities

- Outreach to high-risk children and youth to promote community activities.
- Assist in organizing community events and recreational activities for children and youth.
- In collaboration with Child and Youth team, assist in organizing community events.
- Assist with existing community and children/youth programs.
- Assist with fundraising for community and children/youth projects.
- Perform administrative duties related to the program.
- Work collaboratively with agency partners to organize community events and promote activities.
- Other related duties as assigned.

Qualifications

- Enrolled in a post-secondary education program in child and youth work, health, social sciences/social work or equivalent and returning to full time school in the fall.
- Experience working with children and youth in a community setting.
- Between the ages of 15 years and 30 years.
- Understanding and sensitivity to poverty and minority issues.
- Ability to work flexible hours, including evenings and weekends.
- Fluency in English is required; other languages an asset.
- Basic computer skills required.
- Valid First Aid and CPR (level C) Certification is a strong asset.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.