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# Neighbourhood Information Post

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## JOB POSTING COMMUNITY SERVICE WORKER—SUMMER STUDENT POSITION

The Community Service Worker is responsible for organizing group activities through video conferencing and conducting community outreach. The Summer Student reports to the Executive Director of Neighbourhood Information Post. This is an 8-week contract position that begins on June 7, 2021.

### Responsibilities include:

- Organize virtual educational workshops and recreational activities for low-income children, youth and women in Moss Park;
- Volunteer recruitment and coordination;
- Assist with seniors program activities (including seniors' hobby groups, educational workshops and fitness programs) in Regent Park;
- Provide video conferencing training for program participants;
- Provide form-filling service for clients;
- Create outreach materials and conducting community outreach;
- Create a newsletter for the organization;
- Manage social media accounts;
- Provide administrative support;
- Attend relevant training and meetings;
- Perform other related duties as required by the Executive Director.

### Requirements and Qualifications:

- Ability to work well independently and in a team with demonstrated flexibility and adaptability;
- Strong oral and written English communication skills;
- I.T. proficiency, particularly with video conferencing, MS Office (Excel, Word and Powerpoint etc);
- Attention to detail and accuracy;
- Demonstrated organizational, planning and facilitation skills;
- Able to prioritize effectively;
- Effective problem-solving skills;
- Reliability and integrity;
- Able to work effectively in a diverse and multicultural environment with sensitivity and empathy;

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**269 Gerrard Street East, Toronto, Ontario M5A 2G3 Tel: 416-924-2543 Fax: 416-924-4748**  
**E-mail: [nipost@nipost.org](mailto:nipost@nipost.org) Internet: <http://www.nipost.org>**

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- Second language an asset;
- Satisfactory police record.

**How to Apply:**

The deadline for application is: May 14, 2021. Interested candidates may send their resumes with a cover letter to [gladys@nipost.org](mailto:gladys@nipost.org) by email.

Gladys Wong, Executive Director  
Neighbourhood Information Post  
269 Gerrard Street East  
Toronto, ON  
M5A 2G3.

Neighbourhood Information Post is committed to providing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply.

Telephone calls and faxes will not be accepted. We thank all candidates, however only those selected for an interview will be contacted. Employment Equity Hiring Policy is in place.