



South Asian Women's Rights Organization

WE ARE HIRING SUMMER STUDENTS!

YOUTH COORDINATOR
IT CONSULTANT
HEALTH OUTREACH WORKER X 2
FINANCIAL CLERK
ADMINISTRATIVE ASSISTANT

How to Apply:

If you are interested and meet the eligibility criteria for the jobs described below, please fill out this [form](#). Attach the completed form and your resume and send it to sawro.office@gmail.com with the subject:

CSJ 2021 Job Application - [POSITION YOU ARE APPLYING FOR]

APPLICATION DEADLINE:

MONDAY MAY 24, 2021, 12: 00 PM

For more information contact us: 416-686-0701



Employment and
Social Development Canada

Emploi et
Développement social Canada

YOUTH COORDINATOR

Number of Positions: 1

Description

We are looking for youth with demonstrated practical skills and/or formal training in social service delivery and/or social service administration who will:

- Coordinate and supervise the day-to-day activities of other youth employed through the CSJ 2021 program
- Become knowledgeable about our organization's policies on health, safety, non-discrimination and providing a women/girl safe service space and will ensure the CSJ youth follow these policies
- Support day-to-day service delivery and general organizational administrative functions
- Support SAWRO's various civic engagement and other organizational activities, including organizational capacity building initiatives

The position will be open to CSJ eligible applicants but recruitment will be focused on and hiring preference will be given to: young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bangla); applicants who the search committee feel will contribute to creating a safe and supportive service environment for women and girls.

IT CONSULTANT

Number of Positions: 1

Description

We are looking for a youth with a strong background in information technology who will be hired to :

- support skill development of peer instructors currently employed in SAWRO's computer access lab
- organize and deliver IT career exploration workshops for teen and pre-teen girls
- assist staff in upgrading SAWRO's IT capacity.
- Support SAWRO's service delivery, civic engagement and other organizational activities, including organizational capacity building initiatives .

The position will be open to CSJ eligible applicants but recruitment will be focused on and hiring preference will be given to: young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bangla); applicants who the search committee feel will contribute to creating a safe and supportive service environment for women and girls.

HEALTH OUTREACH WORKER

Number of Positions: 2

Description

We are looking for a youth with a strong background in health-related subjects who will be hired to support SAWRO's information dissemination and direct-aid activities to support community members during the COVID-19 pandemic. Hired youth will:

- Organize and lead community education activities and promote awareness about COVID-19, public health, and vaccinations to a community of visible minority newcomer families.
- Organize and deliver STEM occupation career exploration and job search workshops for newcomer women and visible minority young women with recent or pre-migration education in STEM subjects.
- Support SAWRO's service delivery, civic engagement and other organizational activities, including organizational capacity building initiatives

The position will be open to CSJ eligible applicants but recruitment will be focused on and hiring preference will be given to: young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bangla); applicants who the search committee feel will contribute to creating a safe and supportive service environment for women and girls.

FINANCE CLERK

Number of Positions: 1

Description

We are looking for a youth with training in business systems and/or financial services who will be hired to:

- assist staff in upgrading SAWRO's financial accounting capacity
- Assist in organizing and delivering personal finance literacy workshops to visible minority newcomer women to organize
- Organize and deliver financial services and business occupations career exploration workshops for newcomer women and visible minority young women with recent or pre-emigration education in business and finance
- Support SAWRO's service delivery, civic engagement and other organizational activities, including organizational capacity building initiatives

The position will be open to CSJ eligible applicants but recruitment will be focused on and hiring preference will be given to: young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bangla); applicants who the search committee feel will contribute to creating a safe and supportive service environment for women and girls.

ADMINISTRATIVE ASSISTANT

Number of Positions: 1

Description

We are looking for a youth who will be hired to:

- provide administrative support for staff and volunteers
- Support day-to-day service delivery and general organizational administrative functions
- Support SAWRO's various civic engagement and other organizational activities, including organizational capacity building initiatives
- Perform data entry
- Support Internal and external communication activities and workflow management.

The position will be open to CSJ eligible applicants but recruitment will be focused on and hiring preference will be given to: young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bangla); applicants who the search committee feel will contribute to creating a safe and supportive service environment for women and girls.