Action Réfugiés Montréal has an immediate opening for a Canada Summer Jobs position

Position: Social Services Assistant, Action Réfugiés Montréal (ARM)

Summary: Action Réfugiés Montréal is a non-governmental organization accompanying refugeeed people. ARM receives core support from the Anglican and Presbyterian churches as well as foundations. The Social Services Assistant position is part of an eight-person team, and will work under the supervision of the Sponsorship Program Accompaniment Coordinator to encourage and facilitate participation in weekly conversation meetings and other ARM activities. Candidates must be bilingual, possess strong computer and interpersonal skills, and be able to work independently from home and in a team. We encourage applications from people with refugee experience.

Tasks:
Under the direction of the Sponsorship Program Accompaniment Coordinator;

- Reach out to ARM program participants to identify new participants for weekly conversation meetings, ensure weekly invites and reminders for participants
- Collaborate with French and English conversation meeting volunteers, and animate and participate, when needed
- Ensure administrative tasks related to the weekly conversation meetings
- Process participant referrals by phone, and provide other community referrals when needed
- Plan, organise, and facilitate focus groups and/or one-on-one meetings to gather and document feedback from volunteers and program participants
- Help develop monthly newsletter to be shared with program participants

Skills required:

- Bilingualism in French and English, oral and written. Other languages an asset
- Strong inter-personal communication skills and ability to communicate effectively by phone
- Experience with group animation/facilitation
- Must respect confidentiality at all times and handle private information with discretion
- Knowledge of Office programs (Word, Excel) and experience with video communications technology (Zoom)
- Knowledge and experience in accompaniment and/or teaching a second language
- Familiarity with community resources and services are also an asset
Canada Summer Jobs requirements: To be eligible, youth must;
  • be between the age of 15 and 30 at the start of employment;
  • be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
  • have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Conditions:
  • Employment is for a duration of 3-4 months, 12-15 hours per week (for a total of 280 hrs)
  • Schedule will require a minimum of 3 hours per day, from Monday to Thursday, with mandatory hours on Thursday evening
  • Start date expected for Monday June 22\textsuperscript{nd}, 2020
  • Must be willing and able to work from home (with access to a private laptop)

Note: Conditions are subject to change as ARM works towards deconfinement planning (i.e. employee may be asked to work some hours in the office when the organisation has deemed that to be possible).

We thank all candidates in advance for their interest. However, only candidates retained for an interview will be contacted.

Please send your CV and cover letter by 5pm, Thursday June 11th, 2020 to Paul Clarke, Executive Director, Action Réfugiés Montréal by email: emplois@actionr.org or by fax: 514 935 9848.