

Job Description

Community Outreach Worker (Community Connections)

Immigrant Services – Guelph Wellington is a registered charitable organization with a mission to provide responsive and diverse settlement programs and services to assist new Canadians integrate into the social, economic and organizational life of the community.

PURPOSE OF POSITION:

As part of a multidisciplinary team the **Community Outreach Worker** will use their community development skills and passion to connect newcomers to Immigrant Services and other networks within Guelph Wellington by supporting co-located services and active neighbourhood outreach. The **Community Outreach Worker** will also co-ordinate settlement related information sessions and work closely with IS-GW staff and community partners to provide seamless referrals.

DUTIES AND RESPONSIBILITIES:

- Organize neighbourhood based information sessions and workshops
- Develop and implement a community engagement action plan
- Conduct community based research
- Collaborate with neighbourhood groups, community members and service providers
- Provide administrative support to the Community Connections program
- Represent the organization at community events and fairs
- Provide services at various locations such as neighbourhoods groups, community centres and libraries

SKILLS & QUALIFICATIONS:

- Strong oral and written communication skills
- Experience facilitating groups and meetings
- At least one year experience working with community groups
- Resourceful and community minded
- A willingness to learn new technologies is essential
- A background in immigration studies, community development or related field is an asset.
- Full command of the Nepali language an asset
- Mobility resources – valid driver's license and vehicle required
- Hours outside of regular schedule on weekends and weeknights may be required

This is an eight month contract with a possibility of extension for 28 hours per week-week starting September, 2017. To apply please send a cover letter and resume by August 16, 2017 to jobs@is-gw.ca or mail: Immigrant Services – Guelph Wellington, 104 Dawson Rd, Unit 102, Guelph, ON, N1H 1A6.

Immigrant Services –Guelph Wellington is committed to recruiting and retaining a diverse workforce, and we look for candidates who have a high level of demonstrated comfort with cultural competency.