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## Internal/External Job Posting

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### **Newcomer Youth Settlement Intern (Canada Summer Jobs)**

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community.

Working as a member of a team, the Newcomer Youth Settlement Intern facilitates cross cultural sharing, skill acquisition, integration, and settlement by working with newcomer youth (13-24) and a range of volunteers.

The Newcomer Youth Settlement Intern position is funded by Employment and Social Development, Canada. As per the Canada Summer Jobs eligibility criteria, the applicant must be between the ages of 15-30, have a valid SIN, and be a Canadian Citizen, Permanent Resident, or person who has been granted Refugee status in Canada. Please note that international students, and those who are in Canada on a work, youth, or visitor visa/permit, are not eligible for the program.

**West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **Responsibilities:**

- Support the team to conduct outreach via in person, social media, email and other internet-based platforms to recruit newcomer youth, ensuring that participants are eligible for Newcomer Programs (Permanent Residence, Conventional Refugees, Ministers Permit, GARS)
- Assist in maintaining and ensuring active presence of existing social media channels and support the Newcomer Youth Programs' posting online group activities and resources for newcomers
- Assist in maintaining and expanding client base through online and in person outreach and program promotion with other organizations and networks. Also develop and distribute program materials online/in person and in a variety of settings
- Support the provision of individual supports, group activities and newcomer leadership development as appropriate at a variety of locations in the community and virtually
- Participate in program and activity planning and development of various aspects of program delivery as appropriate
- Support the development of promotional materials, growth strategies, original visual content, and content for Newcomer Youth Program's social media channels

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

*A United Way Member Agency*

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- Maintain up to date knowledge of community resources and initiatives, especially related to settlement, drug prevention/use, housing, social assistance, employment, education, health, and recreation
- Represent the program and West Neighbourhood House as appropriate with parents, community groups and networks, local schools, community groups, program partnerships service coordination and community development initiatives
- Communicate well and work effectively as a member of the Immigrant and Refugee Services Program, program coordinator and the larger Community Programs and Social Change Unit

### Qualifications:

- Post-secondary education preferably in a settlement or youth work related field and/or digital marketing related fields and/or at least one year of relevant experience
- Strong knowledge of social media (Facebook and Instagram) metrics, algorithms and best practices is required
- Previous relevant experience in newcomer, settlement and/ or youth services is an asset
- Specific knowledge of newcomer, immigrant and refugee populations and their respective needs and services is an asset
- Previous knowledge of and experience in newcomer youth services is an asset, including innovative and creative approaches to both attract youth of different communities and to deliver effective programming
- Familiarity with issues and barriers newcomers face in a Canadian urban setting is an asset
- Knowledge of government, community, and professional resources and support available for immigrants and refugees
- Strong cross-cultural communication, interpersonal communication and relationship building skills in working with participants, volunteers, community organizations, partner agencies and the community at large
- Experience in graphic design, visual and animated content is an asset
- Good written and oral communication skills in English are required
- Strong ability to work effectively as a team member and be accountable
- Ability to complete tasks in a timely manner
- Ability to use database, spreadsheet and word processing software in a Windows environment is an asset
- Ability to work evenings regularly and weekends on ad hoc basis
- Oral and written fluency of a second language relevant to the local community is required

**Status:** Full Time Summer Contract (Non-Bargaining Unit Position)  
**Start Date:** July 2, 2025 – August 27, 2025  
**Hours:** 35 hours per week (including evenings and weekends)  
**Rate:** \$23.56 per hour  
**Unit:** Community Programs and Social Change  
**Immediate Supervisor:** Coordinator, Immigrant and Refugee Services  
**Posting Date:** April 23, 2025  
**Closing Date:** May 7, 2025

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**Please submit your cover letter and resume clearly indicating “Newcomer Youth Settlement Intern (Canada Summer Jobs)” by 5:00 p.m. on the closing date to:**

Hiring Committee  
[jobs@westnh.org](mailto:jobs@westnh.org)