

Canada Summer Jobs funded position

# Employment Program Assistant

**8 week contract**

**2 positions are available**

Start Date: May 18, 2026      End Date: Jul 10, 2026

Start Date: Jul 6, 2026      End Date: Aug 28 2026

**Hourly wage \$17.60, + Vacation payment**

**35 hours per week**

**Can be remote**

**English level:** Minimum a level 6 CLB or intermediate

**Version: #1**

## Overview

The Employment Program Assistant will support Grassroots Response's employment program, which focuses on connecting displaced newcomers with employers across Ontario through community networks, volunteer engagement, and direct employer outreach conducted by staff.

The youth will assist with job matching logistics, tracking employer opportunities, organizing employer databases, coordinating volunteer-led employment tasks, and supporting communication with job seekers and employers.

The youth may monitor volunteer task completion and collaborate with employment volunteers but will not make independent case decisions regarding client eligibility, suitability, or employment recommendations. The immediate supervisor for this role is the Employment Coordinator,

## Tasks & Responsibilities

- Maintain and update employer databases, job leads, and tracking documents.
- Support outreach coordination by preparing employer introduction packages (staff conduct the outreach).

- Monitor volunteer-completed employment tasks and communicate updates to the Employment Coordinator.
- Assist in organizing employment-related events, job fairs, employer presentations, and partner info sessions. Examples of future events include a job fair
- Track applicant progress using spreadsheets, intake systems, and employment tracking tools.
- Prepare communication templates and follow-up messages for job seekers.
- Help identify employment barriers and document needs for staff review.
- Support organizational partnerships by compiling employer data, community leads, and skill-demand information.
- Collaborate with other departments to ensure employment tasks align with housing, support services, and community capacity.

## Skills Development Plan

The youth in this role will develop the following skills:

Skill Area	Development Activities
<b>Communication</b>	Working with clients, volunteers, and employers in a professional setting.
<b>Collaboration</b>	Supporting job seekers within a multidisciplinary, volunteer-driven model.
<b>Digital Skills</b>	Using spreadsheets, tracking systems, CRM-style tools, email templates, and digital organization methods.
<b>Problem-Solving</b>	Identifying employment barriers under staff guidance and proposing improvements in workflows.
<b>Adaptability</b>	Managing diverse tasks across multiple communities and program needs.
<b>Creativity &amp; Innovation</b>	Helping develop new employment engagement strategies, volunteer tools, and employer materials.
<b>Technical Skills</b>	Learning how to analyze job trends, categorize skill sets, and use

Skill Area	Development Activities
	employment-management tools. Using Google Workspace, CRM-style systems, client management software, and volunteer communication platforms (Whatsapp).

**In order to be eligible, participants must:**

- o Be between 15-30 years of age, at the start of the funded position.
- o Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- o Have a valid SIN
- o International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

*\*This job description pay change. Please reference the job description version code when applying.*

*Apply even if you do not believe you have all of the qualifications. We prioritize people who want to make a difference, are dedicated, hardworking, and show an ability to learn.*