



CANADIAN CENTRE FOR VICTIMS OF TORTURE

JOB POSTING (Internal/External)

PART-TIME (15hours/week) COMMUNITY ENGAGEMENT FACILITATOR

CONTRACT to March 31, 2018

The Canadian Centre for Victims of Torture is looking for an experienced person to fill the position of a Community Engagement facilitator. The Community Engagement facilitator provides support to the Community Engagement Manager facilitate volunteer orientations, trainings, community social events and public education activities.

The Community Engagement Facilitator is part of a flexible team and position involves traveling as well as evening and weekend work. **Only emailed applications will be considered.**

QUALIFICATIONS

- Post-secondary education, or equivalent relevant major or three years' experience in the settlement sector.
- Strong oral, written and presentation skills, including report writing;
- Strong computer skills including Desktop Publishing, design and Internet functions
- Knowledge of the areas of immigration and settlement sector;
- Strong evaluation and facilitation skills, experience in leading/working with multi-stakeholder partnership planning processes, and/or steering committees;
- Self-directed and independent but also proven experience in working effectively as a team member in collaboration with other community professionals
- Familiarity using Excel spreadsheet, social media tools (Facebook, YouTube, blogs etc.) and team player

DUTIES

- Assists in the delivery of public education presentations on CCVT programs and activities
- Assists in the volunteer recruitment and screening process
- Maintains and updates documentation on volunteer files
- Assists in preparing and evaluating community engagement reports
- Attend volunteer fairs/ community festivals
- Outreach to communities to promote volunteer opportunities (high school, universities, community centre etc.)
- Monitor and document volunteer activities
- Assist in organizing Volunteer orientation sessions, Spotlight night and special events: World Refugee day, First Light Celebration. International Day in support of Victims of Torture etc
- Assist in preparing monthly reports and CCVT bi-monthly connections newsletter
- Attend volunteer committee meetings and record minutes
- Prepare resource materials for volunteers, information sessions and public education

CCVT encourages applications from individuals reflecting the diversity of our community. We thank all applicants for their interest in CCVT. However, only candidates selected for an interview will be contacted. **NO TELEPHONE CALLS**

SALARY RANGE: \$22.00 per hour

POSTING DATE: April 26, 2017 CLOSING DATE: May 12, 2017

If you are interested, please quote Reference #003-017 and send your resume with a covering letter to:

The Hiring Committee

C/o Mbalu Lumor, Manager, Community Engagement

194 Jarvis St., and 2nd Floor Toronto, Ontario. M5B 2B7

Email: mlumor@ccvt.org



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Scarborough 2401 Eglinton Ave. E. Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990 **www.ccvt.org**

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 647.847.2339

Accredited to the International Rehabilitation Council for Torture Victims



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