



CANADIAN CENTRE FOR VICTIMS OF TORTURE

Job Posting (Internal/External)

INTAKE WORKER

PART-TIME (14 hours/week)

The Canadian Centre for Victims of Torture is looking for an experienced person to work collaboratively as part of the CCVT admin and sponsorship agreement team. The ability to speak both official languages (spoken and written) is an asset. Using creativity and flexibility you will proactively conduct outreach, develop mailing lists, and provide administrative support to the team. Your responsibility covers a wide variety of clerical duties in support of the sponsorship agreement team and the organization. Other responsibilities will include coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and scheduling meetings and sponsorship agreement sessions in accordance with the guidance you will be provided.

Reporting to the Community Engagement/Settlement Manager, you will be working directly with a team of professionals and sponsorship agreement members to provide administrative support and conduct outreach. You are proficient and you will use social media to disseminate information and collect information that could be vital to filling the knowledge gap and to inform and schedule training sessions throughout the country as we are passionate about achieving great results and setting high expectations of ourselves.

Required Qualifications:

- Post-Secondary education in Office Administration or related area and previous experience in a similar role
- Experience/knowledge using social media
- Strong interpersonal and communication skills and ability to work under pressure in fast-paced environments
- Ability to juggle multiple competing priorities
- A second language is an asset

Roles and Responsibilities include the following:

- Responds to telephone, email, and in-person inquiries from organizations interested in the CCVT Sponsorship agreement program and services
- Assists in client intake and appointment scheduling
- Prepares all handout materials for sponsorship agreement training sessions, which may include uploading presentations on laptops.
- Prepares training calendar and announcements
- Assists in drafting reports, updating letters/emails, press releases, and other written communications; (including agenda-setting, scheduling meetings, facilitating meetings, etc.);

Main 194 Jarvis St, 2nd Fl., Toronto, ON, Canada M5B 2B7 T: 416.363.1066 F: 416.363.2122 E: mabai@ccvt.org Toll Free: 1.877.292.2288

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 T: 416.750.3045 F: 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl., Toronto, ON, Canada M1L 2T3 T: 416.750.9600 F: 416.750.9200

Mississauga Office 130 Dundas St. East, #204, Mississauga, Ontario, Canada L5A 3V8 T:905-277-2288 F:905-277-8083

20 Palace Road Toronto, Ontario, Canada M5A 1G4 T:416-364-3184

Accredited to the International Rehabilitation Council for Torture Victims

WWW.CCVT.ORG Charity No: 133327908 RR0001



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CANADIAN CENTRE FOR VICTIMS OF TORTURE

- Organizes webinars and meetings with the SAH Association (including assisting in developing resources/presentations, and facilitating/presenting);
- Participates in NGO-Government Committee meetings (with the SAH Council, IRCC and the Refugee Sponsorship Training Program, RSTP);
- Assists in maintaining the website and internal webpage (including uploading documents and changing news feed multiple times a week);
- Responsible for handling website/email/fax/in-person workshop registration and workshop
- Confirmations for community members who are registered to attend workshops as well as updating website/attendance.
- Responsible for replying to requests/emails regarding workshop registration inquiries.
- Assists Executive Director and other Management staff with a variety of administrative duties
- Responds to miscellaneous information requests
- Undertakes general office duties and other duties as assigned

Compensation: \$21/hour

Location: Scarborough

How to apply: Please submit your covering letter and resume by August 26, 2022, to: jobs@ccvt.org.

Please note that CCVT operates in a unionized environment. Thank you to all applicants for applying. Only candidates selected for an interview will be contacted. **No telephone inquiries, please.**

It is a condition of employment that new employees provide proof that they are vaccinated against COVID-19 prior to the start date of employment. This means that all new employees must have received at least two doses of a COVID-19 vaccine approved by Health Canada prior to their start date. In addition, it is a condition of employment that all new hires obtain and submit proof of all required doses of the vaccine and maintain all booster vaccines as approved and recommended by Health Canada.

Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code, for not being fully vaccinated against COVID-19 may provide such documentation to the Human Resources department. Such situations will be considered on a case-by-case basis in compliance with the Canadian Centre for Victims of Torture's legal obligations.

The Canadian Centre for Victims of Torture is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment process, please notify us and we will ensure the necessary steps are taken to accommodate your needs.

The Canadian Centre for Victims of Torture is committed to providing a diverse, equitable, and inclusive workplace. We actively seek qualified candidates who share our commitment to equity and inclusion and who reflect the diversity of our clients and the communities we serve.

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