Canada Summer Jobs

Child Development Resource Connection Peel engages, connects, and empowers the community through information, resources, learning opportunities and services that promote quality family life.

**POSITION:** Community Information Referral Specialist (CIRS)

**REPORTS TO:** Manager, Info Peel and Service Pathways

**Position Profile:**

The student will support the creation and implementation of special projects with the team, be provided administrative assignment in regards to information, referral, services and database collection. The student will support with community outreach and information sessions with the intent to engage, connect and empower individuals and families on services available to them. They will also learn how to utilize relevant tools to provide customized information for clients, based on needs.

**Term:** 35 hours a week/ 10 weeks *(please note that the applicant must be between the ages of 15 to 30).*

**Position available as of:** June 10th 2019

**Qualifications & Skills:**

The applicant must be between the ages 15-30 years and legally entitled to work, as per requirement of project funder of Canada Summer Jobs.

- Developmental Services Worker, Early Childhood Education, Social Work and/or studies in related human services area
- Acceptable Criminal Reference Check
- Effective use of current technology including databases, and website maintenance
- Clear English verbal and written communication skills, second language an asset
- Knowledge of relevant legislation
- Ability to work flexible hours and act independently
- Possession of a valid Driver’s License, and a safe driving record and access to independent transportation
- Knowledge of CDRCP’s services
- Teamwork Skills
- Strong organization and multitasking skills
- Demonstrate Positive Attitude and Behaviour
- Adaptability

**Application Process:**

A resume and covering letter referencing the job title should be received by **Friday, May 31st**, and directed to:

**Name:** Dorcas Awoniyi, Communications Coordinator

**E-mail:** dorcas@cdrcp.com

*No phone calls please. We thank all applicants for their interest however we will contact only those candidates selected for interview.*