



## **Program Support Assistant (Contract)**

Funded by Service Canada, Unknown Neighbours Migrant Workers Support assists the Temporary Foreign Workers and their employers within Simcoe County.

### **The Organization**

Our mission is to connect Temporary Foreign Workers to existing services in North Simcoe County by identifying gaps in available supports and services within the area and reaching out to workers and employers to inform them of the availability of services.

### **The Position**

We are looking for a part-time (up to 20 hours per week) Program Support Assistant to work closely to support the Project Leads in Collingwood and Bradford within their respective locations. The Program Support Assistant will play a key role in developing and implementing community engagement initiatives. The contract timeframe is May 1st - September 30, 2022.

### **Responsibilities:**

- Using personal vehicle to transport workers to appointments and deliver supplies to workers
- Developing a list of local community services relevant to Temporary Foreign Workers
- Submitting weekly reports reflecting program information for Service Canada
- Identifying locations which employ Temporary Foreign Workers in the North Simcoe
- Reaching out to employers to offer resources
- Distributing program advertisements within Simcoe County
- Purchasing requested groceries and supplies
- Other duties as they arise

### **Requirements:**

- Must have a valid G licence, valid insurance, and personal vehicle
- Must have access to a computer, internet, and phone
- Proficient user in Microsoft Office Suites
- Excellent interpersonal and communication skills - verbal and written
- Strong research and time management skills
- Willing to use WhatsApp or Messenger to communicate with team members
- Able to travel throughout Simcoe County
- Multilingual candidates preferred (English is a must)
- Knowledge of Community Resources in Simcoe County is an asset

## **What's in it for you?**

Competitive Wage: \$22 hourly

The successful candidate will be given an internet/phone allowance and mileage (inclusive of gas) reimbursement. Additionally, the successful candidate will work a flexible schedule within a supportive team environment.

## **Application Instructions:**

Send a copy of your resume or LinkedIn URL to [unknown.neighbours.simcoe@gmail.com](mailto:unknown.neighbours.simcoe@gmail.com)

Unknown Neighbours Migrant Workers Support is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.