



## Muslim Children's Aid & Support Services

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**Registered Charitable Number: 84917 8546 RR0001**

### **CANADA SUMMER JOBS 2022 PROGRAM**

**Summer Staff Positions: (4)**

**COMMUNITY SERVICES OFFICER – SOCIAL SERVICES**

**Location: Greater Toronto Area**

**Term: June 1 – August 5, 2022 (maximum 8 weeks – 35 hours/week)**

**Application Deadline: Sunday, May 22, 2022 ET**

#### **About MCASS**

At Muslim Children's Aid and Support Services (MCASS), we have the vision for a just and equitable society with the full participation of Canadian Muslims. Our Mission is to be an overarching child protection and support agency for Muslim individuals and families in the Greater Toronto Area (GTA) by empowering Muslim communities to improve their familial, social and cultural well-being. We envision a healthy, equitable, inclusive and welcoming community that works together to engage with and be a responsive body to our larger community members.

#### **Job Opportunity**

MCASS is looking for four (4) experienced and motivated post-secondary students to work collaboratively with our Executive Director, the MCASS Board, and volunteers. In these unprecedented times, you will have the exciting opportunity to use your knowledge and education, ingenuity, creativity, and your community engagement, event planning, fundraising, and technical/social media skills to perform community outreach to 14 culturally, ethnically, and religiously diverse Muslim communities across the Greater Toronto Area (GTA). With an intersectional lens, you'll learn more about the multicultural mosaic of Muslim communities in our city; their needs, issues, and challenges in daily life. You'll also share information about our programs and services. From connecting with children, youth, families, and community leaders empathetically and with all that you'll learn, you'll help MCASS to identify and fund new program offerings and expansion of services to address needs, build resilience in children, youth, and families, and inspire and drive change individually and collectively.

#### **Skills & Experience**

- Education in Social Work, Social Services, Children & Youth or Immigrant & Settlement programs
- Fluency in English, (both written and oral); fluency in another language commonly used in Muslim communities (e.g., Arabic) would be an asset
- Experience in community outreach/engagement
- Experience in working with children and youth and with diverse communities
- Experience in event planning and fundraising would be an asset
- Strong technical skills and proficiency with social media; experience with survey tools an asset
- Strong interpersonal and communication skills and experience developing/giving presentations

- Strong organizational skills, ability to multi-task and work with competing deadlines
- High motivation, a collaborative approach to work, and a commitment to diversity/inclusion

### **Duties & Responsibilities**

- Build competency in the understanding of the diverse Muslim communities
- Investigate community engagement models and develop strategies for outreach/engagement
- Perform community outreach/engagement to Muslim communities
- Develop and conduct surveys and analyse and publish survey results
- Conduct focus groups within the communities
- Prepare flyers and presentations for community outreach
- Perform event planning for community forums/workshops/focus groups and host events
- Capture and document information gathered and needs uncovered from community outreach
- Keep up-to-date on social media platforms pertaining to community issues and events
- Assist in the identification of funding opportunities and the writing of grants
- Assist in preparing and evaluating community outreach/engagement reports
- Support building organizational capacity by sharing learning with the MCASS (orally, in written form and through presentations)

### **Compensation**

\$15.00/hour based on a 35-hour work week for a maximum of 10 weeks.

### **How to Apply**

Please send your resume and cover letter for the **Community Services Officer-Social Services** position via email to Karen Scott, Executive Director at [execdirector@muslimchildrensaid.com](mailto:execdirector@muslimchildrensaid.com) by **Sunday, May 22, 2022 ET**. Please identify CSJ – Community Services Officer-Social Services the subject of your email.

MCASS is committed to Employment Equity and welcome applications from members of diverse cultural, ethnic, religious, and racialized groups, Indigenous persons, persons with disabilities, persons of diverse sexual orientations and gender identities and others with the skills and knowledge to productively engage with diverse communities.

MCASS thanks all applicants for their interest in these opportunities. However, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.