



The Canadian Caribbean Association of Halton

2302 Bridge Road, Oakville, Ontario L6L 2G6
Email: ccah79@hotmail.com Web: www.ccah.ca

YOUTH SUMMER EMPLOYMENT OPPORTUNITY

Duration: Start June 24th, 2019(8 weeks)

Hours: 30hrs per week

Location: Oakville, ON

Posting Date: May 7th, 2019

Duties:

- Outreach to youth volunteers in Halton Region and build data base of volunteers
- Recruit for Youth Volunteer Program
- Develop material for youth Summer Festival initiative.
- Engage youth in summer programs activities
- Event planning for October gala
- Develop fact sheets and Newsletter.
- Liaise with office staff to work collaboratively on digitizing legacy documents.
- Assist with logistics of New Horizons for Seniors program
- Produce weekly and final activity reports of your work

Qualifications:

- Student who is full time, returning to full time or post-secondary education full time
- Ability to work with minimal supervision
- Ability to plan and implement youth initiative, previous experience is an asset
- Knowledge of social media plat form and dealing with challenges of youth
- Event planning skills
- Computer skills in Word and Excel
- Strong communication skills
- Qualified to work in Canada

Closing Date: June 10th, 2019

Please submit your resume by email to Stacie at ccah79@hotmail.com