

## Student for Community Development (September-April)

Catholic Family Services of Peel-Dufferin (CFSPD) is a non-profit, charitable organization reflecting the values consistent with Catholic social teachings. CFSPD is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients.

### Position Summary

The Community Development Department encompasses outreach, promotion, and volunteerism. Under the direction of the Program Manager, the Community Development Student will assist in building the profile of CFSPD programs in the community. The student is required to have access to a vehicle and must be able to work flexible hours.

### Responsibilities

- Attend outreach fairs and booths involving community interaction; engage and educate community members; manage promotional material
- Assist with partnership building by liaising with partner and community agencies to ensure that a continuum of accessible services is provided
- Support volunteer coordinator
- Assist with special projects such as Christmas donation program.
- Adhere to all agency policies and procedures
- Attend staff meetings and program meetings as required
- Other duties as assigned

### Qualifications

- Must be enrolled in a post-secondary program in social services, or related field, with an opportunity for a placement
- Committed to working from an anti-oppressive, socially inclusive, pro-feminist framework
- Experience working with diverse populations an asset
- Experience planning and organizing events an asset
- Strong interpersonal skills, including written and communication skills, and an ability to build relationships within a diverse community
- Motivated to learn and gain valuable experience
- Strong computer skills including Microsoft Office (Word, Excel, Outlook etc.) and databases
- Experience managing websites and social media accounts for marketing purposes (e.g. Facebook, Twitter, Instagram, etc.)
- Fluency in additional languages an asset
- Valid driver's license and access to a vehicle during work hours is required
- A valid Vulnerable Sector Records Check

- Willing to work within a Catholic values framework

### **How to Apply**

**If you are interested in the above opportunity, please send your resume, cover letter and the completed Student Application Form to [humanresources@cfspd.com](mailto:humanresources@cfspd.com).**

CFSPD is an equal opportunity employer and is dedicated to hiring staff that reflect the diversity in our community. We will make reasonable accommodations to enable applicants with disabilities to participate in the interview process upon request. We invite candidates from diverse communities to apply.

***We thank all applicants for their interest in Catholic Family Services of Peel-Dufferin but we will only contact those selected for consideration.***