



CASSA Newsletter - May 2019

Message from Executive Director:

Dear members, friends and supporters,

It has been an exciting few weeks as CASSA as start to receive new funding from the federal government to conduct events, campaigns, and projects over the summer and fall months this year. We are excited to be hiring for a number of summer positions through the Canada Summer Jobs program. These positions will help CASSA conduct an extensive and exciting civic engagement campaign, do outreach for our ongoing research projects, create vibrant digital content for us to promote our work, develop new funding proposals, and collaborate with other agencies working on social justice issues this summer.

We are also very excited to announce funding from the Department of Canadian Heritage for a Multicultural Storytelling Festival in partnership with the Alternative Planning Group; the Hispanic Development Council, the Chinese Canadian National Council and CASSA. This will be an exciting platform for these diverse communities to learn and appreciate diverse art as well as intergenerational storytelling about experiences of immigration, settlement, identity, colonialism, anti-oppression, and anti-racism. More details will come on this over the next few week.

CASSA also held a very successful initial Research and Collaboration Symposium in partnership with University of Toronto, York University, and University Health Network. It was a great learning event for our member agencies working in front line services to learn how to engage their racialized clients in community based research studies. We are hoping to do more of these events in order to connect researchers to community organizations so that our communities are better represented in research and eventually reflected in policy.

Our Membership Coordinator is currently working on a membership strategy and is receiving feedback from many member agencies. If you have not yet conducted the 'Empathy Mapping Exercise" with Shima and are interested in influencing CASSA's strategy, please email her to book a telephone appointment. Your feedback is critical in this process!

Thank you for all the support and collaboration and I look forward to our continued partnership!

Best,
Samya Hasan
Executive Director
samya@cassa.on.ca
416 932 1359 ext. 13

CASSA Welcomes Shehnaz Hariff - Social Planning Coordinator

Shehnaz Hariff is the Social Planning Coordinator at CASSA. She is a co-op student currently completing her Honours Bachelor of Science degree in which she is specializing in Psychology at the University of Toronto. One of the main reasons why she chose to pursue psychology is because she is extremely passionate about helping others, especially those in marginalized communities. She advocates for equality in all aspects including race, sex, and socioeconomic status—to name a few. She chose to do her work-term at CASSA because she believes it is an agency that endorses her values.

Shehnaz Hariff
Social Planning Coordinator
shehnaz@cassa.on.ca
416 932 1359

CASSA Welcomes Sharifa Kazi - Health Equity Coordinator

Sharifa is currently a co-op student pursuing a specialist degree in Psychology at University of Toronto Scarborough. She joined CASSA as the Health Equity Coordinator. Driven by her strong passion for helping others, her previous work and volunteer experience mainly revolves around community involvement and working with others. She is particularly interested in promoting the importance of mental health and wellness which roots from this passion and personal experience with individuals within cultures with less acknowledgement of mental health issues. That is why CASSA is an organization that she is passionate about working with because it shares the same values as her, such as promoting inclusiveness, equality and empowerment.

Sharifa Kazi
Health Equity Coordinator
sharifa@cassa.on.ca
416 932 1359 ext. 18

PROJECT UPDATES

Mathura Karunanithy - Research on Employment for South Asian Immigrant Communities in Toronto

CASSA has received feedback on survey from TRIEC, CERIS, ACCES Employment, and University of Toronto Scarborough. We will be piloting survey soon. We will have surveys available online through the CASSA website and available in hard-copy through community, employment and settlement agencies. Surveys will be available in English, Tamil, Punjabi, Gujarati and Urdu. Please be advised, if there is a need in your community for other translations, please contact Mathura at mathura@cassa.on.ca

CASSA presented the Research and Collaboration Symposium on May 6th, along with University Health Network (UHN) and University of Toronto (UofT) and York University. We will be presenting at Inequality and Racism and the South Asian Community, an event organized by The Coalition of Racialized Workers on May 10 2019. CASSA continues its work with the Toronto East Quadrant Local Immigration Partnership (TEQ LIP), and Equity Diversity and Inclusion (EDI) at Humber College. CASSA recently connected with the Income Security Advocacy Centre (ISAC) to work on policy initiatives related to employment.

Rohullah Naderi - Outreach Coordinator

The work of CASSA's Investment in Youth Engagement project continues in collaboration with Toronto Public Health. Two workshops on the themes of 'mental health and tobacco use' and 'tobacco industry's impact on the environment' took place at CASSA's office. The first one was facilitated by Ms. Krystal Jagoo from University of Toronto, who has a background in mental therapy and social work. A total of nine participants attended the workshop. Krystal connected well with the participants. It went well. The second workshop on the 'tobacco industry's impact on the environment' was facilitated by Sheila White. She is an expert on waste including cigarette butt litter and runs monthly newsletter on the later. She had a lot of material to share with the participants. But what made her presentation stand out was her practical approach to the subject. She even took the participants out to show the disastrous impact of butt litter on environment and health. The workshop was practically-oriented one. The preparation to create campaign on butt litter is underway. We expect to meet in May to finalize its design and

message.

In April, I attended two important events. The first was the Official Launch of Canadian Black Chamber of Commerce – a very important event in relation to Black empowerment. The goal of the chamber is “to become the Hub of the Canadian Black Business Ecosystem by creating value and collaborating opportunities between all the players in this emerging ecosystem.” The chamber will support the Black Entrepreneurial spirit that builds wealth and prosperity through business ownership, Economic and Trade Development for the betterment of the Black Diaspora and the Canadian economy. A detailed report of this event is included in this newsletter.

The second event was organized by Toronto East Quadrant Local Immigration Partnership (TEQLIP). The purpose of the meeting was to bring together faith groups, residents and community services to talk on the ways and means of making the communities more welcoming for newcomers in Scarborough. More information about this event is published in this newsletter.

Rohullah Naderi
Outreach Coordinator
rohullah@cassa.on.ca
416 932 1359 ext. 12

Shimaa Haj Ahmed - Membership Coordinator

April was my first month with CASSA. I have been working to update the list of member agencies, and to build a membership strategic planning through an Empathy Mapping Exercise assessment to know about their strength, gaps, and needs. This plan will facilitate CASSA to help the member agencies efficiently. In addition, I have been communicating with member agencies regarding South Asian Heritage Month posters and newsletters.

I am currently organizing and facilitating the summer job interviews, getting training on the newsletter preparation and finally involved in the preparation of the next Health Equity Summit and Annual General Meeting (AGM) for 2019.

For any membership and membership renewal, please don't hesitate to contact me.

Shimaa Haj Ahmed
Membership Coordinator
shimaa@cassa.on.ca
416 932 1359 ext. 17

Report on Welcoming Community for Newcomers to Scarborough

By Rohullah Naderi – Outreach Coordinator

The event was held at the Center for Immigrant and Community Services. The purpose of the meeting was to bring together faith groups, residents and community services to talk on the ways and means of making the communities more welcoming for newcomers in Scarborough. The agenda had three items for discussion. The first one was introductions and opening presentation. Here, Toronto East Quadrant Local Immigration Partnership (TEQLIP) was introduced. So, Local Immigration Partnerships are the mechanism through which IRCC supports the development of local partnerships and community-based planning around the needs of newcomers.

There are four of them in each direction (south, west, north and east). The East one is located at the Center for Immigrant and Community Services - on Midland Ave. Currently TEQLIP is implementing a project called "The Welcoming Community for Newcomers to Scarborough Project." The objective of the project is to support service providers, faith-based groups, stakeholders and the community in working together to make Scarborough a welcoming place where newcomers feel connected, supported, develop a sense of belonging and actively participate

in community and civil life. Yesterday's discussion was part of this project.



The second item on the agenda was presentations on the theme of "Creating Welcoming Community." Here, three presenters presented their presentations. The first one was Tina George from St Bede's Anglican Church. She said her Church was helping the newcomers through education where newcomers are educated about Canada and the integration process, through advocacy where the Church advocates on their behalf for protection and rights recognition and through action by helping them find their feet in their new country which is done through job searching and higher education. Tina also shed light on additional programs by her Church. One was professional mentoring where newcomers are referred to professionals for guidance, information and job search. Second was personal/family buddy system where new immigrant families are introduced to Church families to make them feel at home and help them out in their settlement process. The Church has a collaboration with Toronto Region Immigrant Employment Center and Skills for Change to facilitate employment opportunities for the newcomers.

The second presenter was Carol Baker from Birkdale Community Arts Festival. She did not have a structured presentation. As a result, she deviated from the topic a number of times. Basically, the Birkdale Community Arts Festival was founded in 2011. It first started as an art in the park. When Carol became part of it, she changed its name, expanded it and made it an annual event. Carol talked about the role of art in helping newcomers settle and feel part of the communities. She termed art a good medium to connect with the new immigrants because it creates space. For example, the art festival held annually was as a good platform to connect with the newcomers, share stories and appreciate art. And considering Scarborough's unique position in relation to art, Birkdale Community Arts Festival's annual festival was a fitting occasion. She concluded her presentation by saying that art was about communities, and looked forward for collaboration and partnership. Here, Umma Sharafali from Center for Connected Communities extended her organization's support to Birkdale Community Arts Festival. She announced the organization of a workshop on the theme of art with the collaboration from Birkdale Community Arts Festival.

The third presenter was Iman Malandi. She is a Syrian refugee and a student placement at Center for Immigrant and Community Services. She talked about her experience of being helped by faith-based groups when she landed in Canada as a refugee. She praised the help extended to her by a local Mosque. The Mosque extended full-fledged support to her to settle down and treated her like a family member. She stated that her settlement process would have been challenging if she did not have help from the Mosque.

The last item on the agenda was the discussion on the theme of creating more welcoming communities in Scarborough. The rep from the Office of MP Salma Zahid broke the ice by talking about the help extended to the newcomers by Ms. Zahid's Office. It included information sharing, helping immigrants and refugees with housing, education and employment and establishing working relationship with multi-faith institutions and communities to help with the settlement of newcomers.



The rep from Scarborough Community Legal Services highlighted the organization's programs in welcoming the newcomers. She listed the services such as providing legal services to newcomers, housing advisory, and providing information on social assistance for income maintenance. She regretted the funding cut that has targeted Legal Aid Ontario - the funder of her organization. According to her, the funding cut disrupts what her org does. She called upon the participants to connect with their MPPs to protest the cut.

The rep from YMCA narrated her personal story and how the support from faith-based groups helped her to find her feet in Canada. She also focused on the importance of professional and personal connections in getting employment. She suggested the creation of an online information hub for the newcomers.

A Monk from the local Buddhist Temple talked about the importance of more communication and collaboration. He talked about the Temple's program that provides space for students to hang out in order to relieve their stress.

The rep from New Circles - a non-profit that builds strong and caring communities by providing basic necessities such as clothing, employment skills training and settlement support - talked about the importance of providing language training to newcomers to help expedite their settlement process. He talked about the challenges of poverty and isolation that newcomers grapple with. Improving their language skills can help them with these challenges.

Other participants suggested connecting with community centers to get the information. In this regard, connecting with ethnic and local media could go a long way, too. There was the suggestion of improving outreach approaches.

Finally, the issue of housing was discussed. A realtor had some hard facts to share about the issue. She said that newcomers faced enormous challenges in relation to housing. Eviction and status in Canada were the two major challenges. She called for compassion and cooperation to tackle the issue.

Upcoming CASSA Events:

CASSA's 8th Annual Health Equity August 7-8th, 2019 Peel Memorial Centre and Ted Rogers School of Manager

For the first time, CASSA is expanding the Health Equity Summit into a two-day conference! We are very excited to announce the William Osler Health System as our second partner along with our long time partner, Ryerson

University's School of Nursing. This year, the Summit will start on August 7th, 2019 in Peel Memorial Centre in Brampton and end on August 8th, 2019 in Ryerson University in Toronto. We are working very hard to make this an amazing Summit and will have more details in the next few weeks including the launch of the ticket sales!

Wednesday, August 7th, 2019
9:30 am - 4:30 pm
Peel Memorial Centre, Auditorium
20 Lynch St,
Brampton, ON

PANELS:

Sexual Health
Maternal Health
Mental Health
Social Determinants of Health
Heart Health and Cancer Care
Diabetes and Kidney Health
Best Practices on Health Equity
Policy Panel

Thursday, August 8th, 2019
9:30 am - 4:30 pm
Ted Rogers School of Management, Ryerson University
[55 Dundas Street West](#)
[Toronto ON](#)
TRS 1-148 & 1-150 TRSM Commons

PANELS:

Policy Panel
Advocacy Panel
Aboriginal Health Strategy - Best Practices
Black Health Strategy - Best Practices
Community Feedback Session

More details, contact:
sharifa@cassa.on.ca

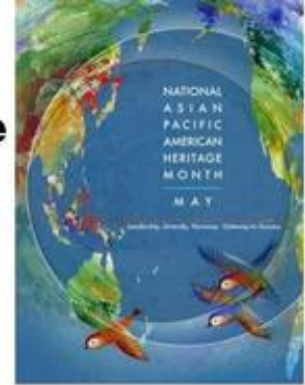
Inequality and Racism and the South Asian Community

CASSA will be part of a panel discussion on "Inequality and Racism and the South Asian Community." The event is organized by The Coalition of Racialized Workers. It will take place on May 10th, @ 31 Wellesly St. E, from 6-9 PM.



National Asian/Pacific Heritage Month

"Inequality and Racism and the South Asian Community"



**Event: May 10th 2019.
@ 31 Wellesley St. E
@ 6:00 – 9:00 P.M.**

RSVP By May 6 2019 Brian Gosine @ : r5corworganize@hotmail.com

Light Dinner and refreshment

**Panel discussion*
on Inequality and Racism and the
South Asian Community*

CORW is honouring the customs and traditions of South Asian cultures.
A time to acknowledge the long and rich history of South Asian and their
contributions to North America.



COALITION OF RACIALIZED WORKERS

CASSA: South Asian Heritage Month 2019 - South Asian Canadian Trailblazers

SAHM Posters are still available for agencies and individuals, please contact Shimaa if you are interested in obtaining copies: shimaa@cassa.on.ca

CASSA **South Asian Heritage Month 2019**
Celebrating Champions for Gender Equity

South Asian Canadian Trailblazers

Marya Ray
Marya Ray is a community organizer and social justice advocate. She has worked with various organizations to support marginalized communities and promote social equity.

Dr. Agnes Thomas
Dr. Agnes Thomas is a social worker and community organizer. She has worked with various organizations to support marginalized communities and promote social equity.

Sakshi Ahluwalia
Sakshi Ahluwalia is a community organizer and social justice advocate. She has worked with various organizations to support marginalized communities and promote social equity.

Samra Zafar
Samra Zafar is a community organizer and social justice advocate. She has worked with various organizations to support marginalized communities and promote social equity.

Nehal Malik
Nehal Malik is a community organizer and social justice advocate. She has worked with various organizations to support marginalized communities and promote social equity.

Kunal Upadhyay
Kunal Upadhyay is a community organizer and social justice advocate. He has worked with various organizations to support marginalized communities and promote social equity.

Dr. Rajashree Bhargava
Dr. Rajashree Bhargava is a community organizer and social justice advocate. She has worked with various organizations to support marginalized communities and promote social equity.

Sangeeta Mittal
Sangeeta Mittal is a community organizer and social justice advocate. She has worked with various organizations to support marginalized communities and promote social equity.

Official South Asian Heritage Month 2019 Poster
By Council of Agencies Serving South Asians (CASSA)
www.cassa.on.ca

Messages From Partner Agencies:

Invitation to a Town Hall Forum on the recent cuts to Legal Aid Ontario

We would like to invite you, the staff, board and volunteers at your organizations to a Town Hall forum on the recent cuts to Legal Aid Ontario. As a community based organization that works with clients from racialized backgrounds that are living in and/or dealing with various effects of poverty in the GTA, these cuts will directly affect you, your services and our joint clients. This forum is a collaboration by the South Asian Legal Clinic of Ontario, the Chinese and Southeast Asian Legal Clinic and the Centre for Spanish Speaking People. The forum will serve as an opportunity to come together with allied organizations, workers, agencies and clients to learn about how the recent budget cuts from the Ford government are going to impact our communities.

The cuts to legal aid, refugee immigration certificate, changes to housing laws and the ODSP definition are just a few of many ways that these cuts will directly harm and further marginalize racialized low-income communities across the GTA.

Join us on Wednesday May 29th from 6pm to 9pm at the OPSEU headquarters to learn about the cuts to Legal aid, how this is going to impact your clients and communities and what you as an organization and individual can do. This is open to anyone concerned with the cuts to our communities and who want to fight back!

Date: Wednesday May 29th, 2019

Time: 6pm to 9pm

Where: OPSEU Regional office (31 Wellesley Street East) (Press Buzzer to gain entry)

Please RSVP to boodrama@lao.on.ca with your confirmed attendance by May 24th, 2019 by 5pm.

Stop the Cuts: Access to Justice for All. Public Form on Funding Cuts to Legal Aid and Community Legal Clinics

**Stop the Cuts:
Access to Justice for All**
Please join us for a Public Forum on
Funding Cuts to Legal Aid and the
Community Legal Clinics
Thursday, May 16, 7:00 pm
Metro Hall, 55 John Street
Room 309



Community legal clinics received an email from Legal Aid Ontario (LAO) on April 29, 2019 indicating that \$15 million will be cut from their budgets in this fiscal year, which represents a 16% cut in current funding. This follows on the 2019 Ontario Budget announcement of a 30% cut to LAO's funding in this year.

Legal clinics provide legal aid services to Ontario's most vulnerable residents. This vital work is aimed at ensuring that people with low incomes are able to access the benefits and services they are entitled to. This allows them to meet their most basic needs, such as securing or maintaining housing or income support benefits, giving them the ability to live healthy lives, in dignity, as active members of society.

Legal clinics are rooted in the communities they serve, using limited resources to provide often life-saving services that are most needed by that community, while working closely with other local agencies to ensure clients are well-served. Local clinics serve geographic communities while specialty clinics serve specific groups such as people with disabilities, injured workers, racialized communities, the elderly, or children and youth. Client surveys indicate very high satisfaction with the work done by clinics. International research shows that investments in legal clinics reduces costs to the legal system and across multiple government programs.

Come to this public forum to learn the most up-to-date information about funding cuts and discuss ways to reverse the cuts and defend access to justice for all.

Please RSVP at EVENTBRITE:

<https://www.eventbrite.com/e/defending-access-to-justice-tickets-61113536232>

For more information, please contact one of the clinics listed below:

Industrial Accident Victims' Group of Ontario	416-924-6477
Injured Workers Community Legal Clinic	416-461-2411
Kensington-Bellwoods Community Legal Services	416-924-4244
Toronto Workers' Health & Safety Legal Clinic	416-971-8832
https://stoplegalaidcuts.nationbuilder.com/	#Justice4All

STOP THE CUTS: ACCESS TO JUSTICE FOR ALL!

The Ontario government recently cut funding to Legal Aid Ontario by 35%, to rise to a staggering 45% within the next 3 years. Community legal clinics, which are funded by Legal Aid Ontario, are facing a \$15 million budget cut in 2019 alone. These cuts will be **devastating** to low-income people across Ontario.

Legal clinics help vulnerable Ontarians:

- Get Ontario Works and Ontario Disability Support Program benefits
- Fight wrongful evictions
- Access WSIB benefits when they're injured at work
- Get the CPP-D, Old Age Security, and child benefits they're entitled to
- Uphold employment rights at work
- Apply for immigration and refugee status and challenge deportation orders
- Improve benefits and services for everyone by ensuring that government laws and policies are fair, don't discriminate, and uphold the Charter of Rights
- And much more...

But this massive cut to funding will mean reduced front line and advocacy services – even though Premier Ford promised his government would not cut services.

TAKE ACTION!

Send an email to Premier Doug Ford, Attorney General Caroline Mulroney and your local MPP, or telephone them directly.

Tell them you want them to stop the cuts, and that the cuts will directly impact the front-line services and advocacy that low-income Ontarians need to help keep a roof over their head and put food on the table. Tell them they're breaking their promise to not cut services to the people.

Premier Doug Ford

premier@ontario.ca
416-325-1941

Attorney General Caroline Mulroney

caroline.mulroney@pc.ola.org
905-895-1955

Your Own MPP

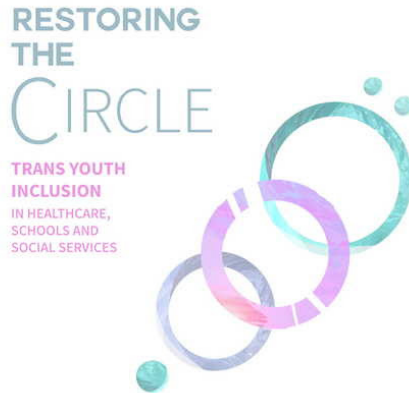
Contacting your own MPP is very important.

Find your MPP by postal code here:

<https://voterinformationselections.on.ca/en/election/search?mode=postalCode>

More info: <https://stoplegalaidcuts.nationbuilder.com/>

Restoring the Circle: Trans Youth Inclusion in Healthcare, Schools and Social Services - Ryerson University



A trans youth-led event in partnership with international leaders.

Young trans community educators:

Fae Johnstone | Fin-Xuan | Kaeden Seburn | Kieran Drachenberg
Keegan Prempeh | RJ Jones

partnered with international leaders:

Joel Baum | Diane Ehrensaft | Francie Mandel
Simon Pickstone-Taylor | Linda Hawkins

will teach and workshop about inclusion in healthcare, schools, and social services.

JUNE 3rd, 2019

9:00 a.m. - 5:30 p.m.

RYERSON UNIVERSITY | STUDENT LEARNING CENTRE - SKY FLOOR
341 Yonge Street, Toronto, Ontario

FOR MORE INFORMATION AND TO REGISTER: www.transyouthcanada.com

Ontario Society of Senior Citizens Organizations: Employment Conference & Job Fair for Mature Job Seekers



Ontario Society of Senior Citizens Organizations
La Société des Organisations des Citoyens Aînés de l'Ontario

Connect, Learn & Explore

Employment Conference & Job Fair for Mature Job Seekers



Exhibitor & Sponsorship Package

Thursday June 13, 2019
10:00 am to 2:00 pm
Edithvale Community Centre
131 Finch Avenue W
North York, ON M2N 2H8

Ontario Society of Senior Citizens Organizations
La Société des Organisations des Citoyens Aînés de l'Ontario
346 Wilson Avenue, Suite 404 Toronto, ON M3H 5W1
Telephone: 416-786-8870 Toll Free: 1-800-265-0779 Fax: 416-786-7361
Email: ossc@ossc.on.ca Website: www.ossc.on.ca
Charitable Registration Number: 88562 6351 1R0001

Connect with OSSCO!



@OSSCOwellbeing

Arts and Cultural Heritage Celebration: Visual Arts Exhibition: Sunday May 11th - 11AM to 5 PM

Arts and Cultural Heritage Celebration

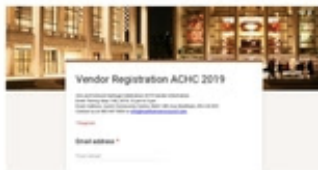
Saturday May 11th, 2019
11:00 AM - 5:00 PM

VISUAL ARTS EXHIBITION | LIVE PERFORMANCES | ARTISTIC BOOTHS | FASHION SHOW | KIDS ACTIVITIES

Arts and Cultural Heritage Celebration is an initiative of the Markham Arts Council, through which we hope to celebrate Markham, and the diversity within the city and honour the contribution of the multicultural community towards its growth and success. The Celebration will be a day long of festivities that will include visual arts exhibition, readings by local authors, fashion show, and performances by local artists, to showcase the wealth of talent within the region.

To book a booth, please fill in the Vendors Registration form

<https://forms.gle/Bdv9kmTGXtUzn1oz6>



Vendor Registration ACHC 2019

[forms.gle](https://forms.gle/Bdv9kmTGXtUzn1oz6)

Arts and Cultural Heritage Celebration 2019 Vendor Information: Event Timing: May 11th, 2019, 12 pm to 5 pm Event Address: [Aanlin Community Centre](#), 5665 14th Ave, Markham, ON L3S 3K5 Contact us at 905 947 9054 or info@markhamartscouncil.com

Job advertisements

Summer Job! Bangladeshi-Canadian Community Services - Deadline May 11th

Summer Job! Summer Job!! Summer Job!!!



Are you between the ages of 18 and 30 years?

**Bangladeshi-Canadian Community Services (BCS) is inviting
STUDENTS to apply for SUMMER JOB**



Several Summer Student Positions

Job eligibility criteria:

- You should be legally entitled to work in Canada
- You should be a Canadian citizen or a permanent resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- You should be a full time student during the previous academic year 2017-2018
- You should be returning to school full-time for the next academic year 2018-2019
- You should be between the ages of 18 and 30 years
- International students are not eligible for these positions

Also

- Those who have active interests in community engagement, sports and recreations are encouraged to apply
- Willing to work during weekends and evenings
- Research & writing skills will be an asset
- Familiar with Taylor- Massey neighbourhood will be an asset
- Volunteering with community agencies will be an asset
- Job will start immediately after the interviews

Interested candidates are requested to send their **resume and a cover letter** to the following address **explaining how s/he will help youth in this neighbourhood** through these positions to implement several senior & youth related activities including sports & recreation. **PLEASE INDICATE YOUR PREFERRED POSITION.**

ON OR BEFORE May 11, 2019 BY 5:00 PM

Bangladeshi-Canadian Community Services (BCS)

2899 Danforth Avenue, Toronto, ON M4C 1M3

Tel: 416-699-4484, Fax: 416-698-8127

E-mail: info@bangladeshi.ca

Web: www.bangladeshi.ca

**Wage Rate: Minimum at provincial std
Required hours: 30 hrs /wk
Duration: 6 to 9 weeks between May to
August**

Note: For e-mailing application, please write "Summer Job" in the subject heading of e-mail and for by post, write "Summer Job" on top of the envelop
Thanks to all applicants for your interest, however, only those selected for interview will be communicated.

Women's Health in Women's Hands is Looking for Administrative Assistant - Deadline May 13th



Women's Health in Women's Hands
Community Health Centre
2 Carlton Street, Suite 500
Toronto, Ontario M5B 1J3

T: (416) 593-7655

F: (416) 593-5867

Website Address: www.whiwh.com

Women's Health in Women's Hands is a Community Health Centre providing primary health care to Black Women and Women of Colour from the Caribbean, African, Latin American and South Asian communities in Metropolitan Toronto and surrounding municipalities. We are committed to working from an inclusive feminist, pro-choice, anti-racist, anti-oppression and multilingual participatory framework.

The Centre offers the following opportunity for a professional, motivated and dynamic individual to join the team.

ADMINISTRATIVE ASSISTANT

1 year Maternity Leave Contract

Reporting to the Executive Director, you will share your skills and expertise to ensure that the Centre's administrative systems and infrastructure effectively support the Centre's mission and vision. With proven project management skills, your key areas of responsibility include office and facility coordination, health and safety coordination and IT systems coordination.

Specific responsibilities include:

- Coordinating the Centre's occupational health and safety program.
- Managing the general operations of the Centre to be as effective and efficient as possible (e.g. purchasing, insurance, facility management, fixed assets management, central files and archives).
- Overseeing the activities of the reception desk
- Managing all property and maintenance issues relating to the Health Centre including safety and security, care-taking, care of the grounds, building use, building maintenance, furniture and equipment, renovation and construction and office allocation.
- Providing administrative support to the Executive Director as required

Qualifications:

You bring to this role an undergraduate degree in a relevant discipline, five years progressively responsible administrative experience preferably in the non-profit sector and proficiency in computer office applications. You are an independent self-starter with strong organization, communication and team skills. Strong analytical skills, the ability to be strategic and exercise sound judgment in decision-making complete your profile. Knowledge of women's health issues and languages other than English are an asset.

Women's Health In Women's Hands offers a competitive salary and benefits, along with a multidisciplinary team environment where work-life balance is valued and practiced.

APPLICATION PROCESS:

To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter with subject line: "Administrative Assistant" to the attention of:

**Human Resources Department
Women's Health in Women's Hands Community Health Centre
2 Carlton St. Suite 500
Toronto, ON
M5B 1J3
-or-**

recruitment@whiwh.com

**-or-
Fax: 647-724-3451**

Posting Date: April 30, 2019
Closing Date: May 13, 2019

Please send a single file in MS Word or PDF format only.

WHIWH is committed to reflecting the diversity of the communities it serves and we strongly encourage applicants who reflect Toronto's ethnic and cultural diversity and our priority populations. We welcome and encourage applications from all qualified candidates

Accommodation will be provided on request

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Small-Scale Labour Jobs for Youth. Different Deadlines. Please Check the Flyer

YOUTHWORX

making a difference in the community



YouthWorx employs young people, ages 14 to 29, to do small-scale labour jobs such as community clean-ups, light repair jobs, painting, community gardening and beautification.

Interested candidates should bring their resume and two references to one of the following recruiting sessions:



West
1775 Eglinton Ave. W
(Eglinton Ave. W and Dufferin St.)
Tuesday, May 14, 2019
3 to 6 p.m.



East
Gordonridge Community Centre
20 Gordonridge Pl.
(Midland Ave. and Danforth Rd.)
Wednesday, May 15, 2019
3 to 6 p.m.



Central
339 Bloor St. W.
(Near St. George subway station)
Thursday, May 16, 2019
3 to 6 p.m.

Important Information

- No registration required
- Bring one copy of your resume and two professional references
- Candidates must be available to work Monday to Friday, 9 a.m. to 5 p.m., from July 2 to August 23, 2019.

Questions?
Call 416-981-6300 or send an email to hireyouth@torontohousing.ca

To request this document in an accessible format or for a translated version, please contact help@torontohousing.ca or 416-981-5500.



YOUTH CAREER & JOB FAIR

HOSTED BY MP RUBY SAHOTA

MAY 18, 2019 - 2:00 TO 4:00PM

Jim Archdekin Recreation Centre
292 Conestoga Dr, Brampton, ON L6Z 3M1

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