



South Asian Women's and Immigrants Services (formerly known as South Asian Women's Rights Organization)

# WE ARE HIRING SUMMER STUDENTS!

YOUTH DEVELOPMENT COORDINATOR

FINANCE CLERK

INFORMATION TECHNOLOGY (IT) CONSULTANT

ADMINISTRATIVE ASSISTANT OFFICE

**APPLICATION DEADLINE:  
FRIDAY JUNE 07, 2024 , 12 : 00 PM**

## **How to Apply:**

If you are interested and meet the eligibility criteria for the jobs described below, please click [here](#) and fill out the form. Attach the completed form and your resume and email it to [sawro.office@gmail.com](mailto:sawro.office@gmail.com) with the

Subject Line:

**CSJ 2024 Job Application - [POSITION YOU ARE APPLYING FOR]**

For more information contact us: 416-686-0701



Employment and  
Social Development Canada

Emploi et  
Développement social Canada

# POSITION: YOUTH DEVELOPMENT COORDINATOR

Number of Positions: 1

## Description

We are looking for youth with demonstrated practical skills and/or formal training in social service delivery and/or social service administration who will:

- Coordinate and supervise the day-to-day activities of other youth employed through the CSJ 2024 program
- Increase knowledge base about our organization's policies on health, safety, non-discrimination, and providing safe service space
- Support general organizational administrative functions
- Support SAWRO's various civic engagement and other organizational activities, including leadership capacity building initiatives

The position will be open to CSJ eligible applicants but hiring preference will be given to young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bengali); applicants committed to contributing towards creation of a safe and supportive service environment for women and girls

# POSITION: FINANCE CLERK

Number of Positions: 1

## Description

We are looking for a youth with training in business systems and/or financial services who will be hired to:

- Assist staff in upgrading SAWRO's financial accounting capacity
- Assist in organizing and delivering personal finance literacy workshops to visible minority newcomer women to organize
- Organize and deliver financial services and business occupations/career exploration workshops for newcomer women and visible minority young women with recent or pre-emigration education in business and finance
- Support SAWRO's service delivery, civic engagement and other organizational activities, including organizational capacity building initiatives

The position will be open to CSJ eligible applicants but hiring preference will be given to young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bengali); applicants committed to contributing towards creation of a safe and supportive service environment for women and girls.

# POSITION: INFORMATION TECHNOLOGY (IT) CONSULTANT

Number of Positions: 1

## Description

We are looking for a youth with a strong background in information technology who will be hired to :

- Support skill development of peer instructors currently employed in SAWRO's computer access lab
- Organize and deliver IT career exploration workshops for teen and pre-teen girls
- Assist staff in upgrading SAWRO's IT capacity
- Support SAWRO's service delivery, civic engagement and other organizational activities, including leadership capacities building initiatives .

The position will be open to CSJ eligible applicants but hiring preference will be given to young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bengali); applicants committed to contributing towards creation of a safe and supportive service environment for women and girls.

# POSITION: ADMINISTRATIVE ASSISTANT OFFICE

Number of Positions: 1

## Description

We are looking for a youth who will be hired to:

- provide administrative support for staff and volunteers
- Support day-to-day service delivery and general organizational administrative functions
- Support SAWRO's various civic engagement and other organizational activities, including organizational capacity building initiatives
- Perform data entry
- Support Internal and external communication activities and workflow management.

The position will be open to CSJ eligible applicants but hiring preference will be given to young women who are members of a visible minority newcomer group; applicants fluent in SAWRO's secondary service language (Bengali); applicants committed to contributing towards creation of a safe and supportive service environment for women and girls.