



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

WE ARE HIRING SUMMER STUDENTS!

AVAILABLE POSITIONS:

- YOUTH COORDINATOR
- IT CONSULTANT
- EDUCATION OUTREACH WORKER
- FINANCE CLERK
- ADMINISTRATIVE ASSISTANT

HOW TO APPLY:

If you are interested and meet the eligibility criteria for the Canada Summer Jobs (CSJ) positions candidate as outlined below. **Please send your resume to sawro.office@gmail.com with the header "CSJ 2026-[Position Title]"**

CSJ Eligibility criteria:

- Any youth ages 15-30
- Must be a Canadian resident (Citizen, PR, Protected Persons)
- Have a valid SIN number

**APPLICATION DEADLINE:
FRIDAY MAY 22, 2026**

For more information contact us: 416-686-0701 or email us at sawro..office@gmail.com



Employment and
Social Development Canada

Emploi et
Développement social Canada

YOUTH COORDINATOR

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 2023 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

DURATION:

- 8 Weeks (July-August 2026)

SALARY: \$18.60/hr

ELIGIBILITY:

- Post-secondary student
- Any youth ages 15-30
- Must be a Canadian resident (Citizen, PR, Protected Persons)
- Have a valid SIN number

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.

IT CONSULTANT

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.

DURATION:

- 8 Weeks (July-August 2026)

SALARY: \$17.60/hr

ELIGIBILITY:

- Post-secondary student studying Computer Sciences or relevant programs
- Any youth ages 15-30
- Must be a Canadian resident (Citizen, PR, Protected Persons)
- Have a valid SIN number

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.

EDUCATION OUTREACH WORKER

DESCRIPTION:

We are looking for a youth to support education and skill-building related activities. Hired youth will:

- Support health awareness activities for community's women, youth, and seniors
- Assist in-house skill-building activities for newcomer women and youth looking for employment
- Review and upgrade skill-building course curriculums
- Support administrative related activities for skill-building and education programs (attendance, data entry, case management, etc.)
- Assist organizing STEM-related career information sessions for community youth

DURATION:

- 8 Weeks (July-August 2026)

SALARY: \$17.60/hr

ELIGIBILITY:

- Post-secondary student
- Any youth ages 15-30
- Must be a Canadian resident (Citizen, PR, Protected Persons)
- Have a valid SIN number

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.

FINANCE CLERK

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

DURATION:

- 8 Weeks (July-August 2026)

SALARY: \$17.60/hr

ELIGIBILITY:

- Post-secondary student studying Computer Sciences or relevant programs
- Any youth ages 15-30
- Must be a Canadian resident (Citizen, PR, Protected Persons)
- Have a valid SIN number

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.

ADMIN ASSISTANT

DESCRIPTION:

We are looking for youth who will:

- Greet participants, provide basic information, and help create a welcoming environment
- Support staff with attendance tracking
- Help prepare materials and resources for program sessions
- Assist with data entry, photocopying, and other routine administrative tasks
- Help maintain organized programs and office spaces
- Support outreach efforts by distributing flyers or making follow-up phone calls as needed

DURATION:

- 8 Weeks (July-August 2026)

SALARY: \$17.60/hr

ELIGIBILITY:

- Highschool or Post-secondary student
- Any youth ages 15-30
- Must be a Canadian resident (Citizen, PR, Protected Persons)
- Have a valid SIN number

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.