



2022 SUMMER JOB POSTING

2459 Islington Avenue, Toronto, ON M9W 3X9 416-741-1110

POSITION TITLE: Community Worker

EMPLOYER: Rexdale Alliance Church

Rexdale Alliance Church (RAC) is located in the North West of Toronto, Ontario, Canada. We are a diverse church serving in a multi-ethnic community for over 60 years. Our mission is: "To connect Rexdale to Jesus and His mission". Please visit our website at www.rexdalealliance.ca for more information. RAC is a member of The Alliance Canada.

POSITION DESCRIPTION:

As a Community Worker, you will help advance RAC's mission by creating and strengthening connections between people within our church and to those in our local community. The Community Worker will assist in our food bank, plan and run events, phone or visit people, collect and analyze information about our local community and look to establish strategic partnerships with other organizations.

This is a summer contract position that is being funded through Employment and Social Development Canada's "*Canada Summer Jobs*" program. It is a 10-week contract position for 35 hours per week. All candidates must meet the eligibility requirements of the *Canada Summer Jobs* program. This position will report to the Finance & Operations Manager. The rate of pay is \$15.00 per hour. The anticipated start date is May 30, 2022. **This position will require some shifts on evenings and weekends.**

RESPONSIBILITIES/DUTIES:

- Assist with any tasks associated with the Neighbour Connections Food Bank including sorting groceries, rotating inventory, unloading trucks and preparing food baskets to be distributed
- Organizing events throughout the summer that build community for people from inside and outside RAC such as movie nights, BBQs, or other social gatherings
- Reaching out to members of the church community who are unable to attend services in person to provide support and encouragement and gather information on how RAC might be of assistance to them.
- Connecting with other churches, non-profit organizations, schools, politicians or government agencies in the Rexdale community to ascertain how RAC might be able to form strategic partnerships to meet needs in the community
- Work with the integration team to assist in helping newcomers become involved in the church.
- Collecting and analyzing data on the demographics of the Rexdale community so that RAC is able to determine how to address needs in the community

COMPETENCIES AND CHARACTERISTICS:

- Passion for bringing people together and creating community.
- Comfortable meeting new people and engaging with them.
- Great communication and social skills.
- Strong organization and event planning skills
- Ability to recruit and manage volunteers
- Able to prioritize work to effectively meet deadlines
- Able to work independently and utilize time efficiently
- A motivated self-starter who is able to work collaboratively as part of a team
- Professional and service-oriented attitude
- Flexible and innovative problem solving

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- Minimum completed Grade 11
- Proficient keyboarding skills
- Proficiency with Microsoft Outlook Excel, Word, PowerPoint

DESIRED BUT NOT REQUIRED:

- A personal relationship with Jesus Christ characterized by a desire for continued personal growth and development within a Christian workplace.
- Knowledge of Fellowship One church management software
- Experience in event planning
- Experience managing volunteers

Please submit your resume to: hr@rexdalealliance.ca by FRIDAY, MAY 27, 2022

We thank all interested candidates, but only those selected will be contacted.

Please note: An offer of employment for the position of Community Worker at Rexdale Alliance Church is conditional upon successful completion of a pre-employment background check and vulnerable sector police check.