



CAREER OPPORTUNITY

Summer Students
8 -12 weeks (June – August 2016)
 \$12.00/hour

The Summer Career Placements (SCP) program at the Catholic Children's Aid Society of Toronto is a Government of Canada initiative that provides funding to employers and designed to assist students in preparing for their future entry into the labour market. The initiative provides career-related work experience to students while complimenting their classroom learning.

The Catholic Children's Aid Society of Toronto, on behalf of the Catholic community, is committed to providing social services that protect children and strengthen family life.

We value:

- **Human Dignity**
- **The Courage and Integrity to Take a Stand**
- **Partnership and Teamwork**
- **Cultural, Racial and Individual Differences**
- **Professional Excellence**

In anticipation of funding approval, below is a list of possible summer positions.

Possible Summer Positions	Area of Study to Qualify
Summer Camp Coordinator	<ul style="list-style-type: none"> • Any Social Services Field or Administrative Program
Administrative Support Worker	<ul style="list-style-type: none"> • Administrative/Business Courses or Program
Case Aide	<ul style="list-style-type: none"> • Any Social Services Field or Bachelor of Social Work Program
Team Administrative Assistant	<ul style="list-style-type: none"> • Administrative/Business Courses or Program
Accounting Assistant	<ul style="list-style-type: none"> • Accounting or Business Administration Program
Administrative Assistant – Records and IS	<ul style="list-style-type: none"> • Business Administration, Computer Studies or IT Program
Property Assistant	<ul style="list-style-type: none"> • Building Maintenance courses/Engineering/Property Management
Human Resource Intern – Generalist	<ul style="list-style-type: none"> • Human Resources Management/Business, Labour Relations, Compensation or Health and Safety Programs
Fund Development Assistant	<ul style="list-style-type: none"> • Public Relations, Communications, Business Relations or Fundraising Program
Legal Assistant	<ul style="list-style-type: none"> • Legal Services, Law Clerk or Administration Studies Program

Please quote the position title that you are interested in on your covering letter.





If you are qualified and selected for an interview, we will be contacting you in **late MAY** in order to discuss the position in further detail and to arrange a convenient appointment time.

In order to qualify for these positions based on the Government of Canada Funding criteria, applicants must be:

- between 15-30 years of age (inclusive) at the start of employment;
- registered as full-time student in the previous academic year;
- intends to return to school on a full-time basis during the next academic year;
- students in a secondary, post secondary, vocational or technical program but not attending full time classes while participating in their placement or hold another full time job that is 30 or more hours per week.
- legally entitled to work in Canada;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Qualified individuals are invited to explore this opportunity by forwarding their resumes quoting

file #

E- SUMMER-OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6

Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: April 30, 2016

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.

Catholic Children's Aid Society is an Equal Opportunity Employer