

## Job Description

**Job Title:**

Summer Intern – Program  
Officer, Refugee Affairs

**Reports To:**

Ministry Director

**Job Purpose:**

The Summer intern program office, refugee affairs will report to and be mentored by the Ministry Director. They will work alongside the Ministry Director to complete administrative tasks related to the refugee settlement program. This position is seasonal.

**Education & Experience:**

## Education/Experience

- Be between 15-30 years of age. High School diploma preferred.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Have a valid social insurance number and are legally entitled to work in Canada.

**Status:**

- 35 hours per week for a total of 8 weeks at \$15/hour
- Temporary: June – August

## **Responsibilities:**

- develop relationships with sponsorship agreement holders to secure more spots for refugee settlement
- work with ministry director on application process for new cosponsors
- develop Harbour web presence for refugee program
- work with Harbour families that will connect with new refugees to provide support for practical needs
- connect refugees with local resources for medical, school, transportation and employment
- establish opportunities for friendship development for new refugees to practice speaking English
- engage with kids during daycamp with focus on any recently settled refugees
- create web based system for collecting items from Harbour community for initial refugee settlement

## **Working Conditions:**

- Establishes and maintains a positive and collaborative work environment with all staff and volunteers

## **Required Training & Documentation:**

- Vulnerable Sector Police Screening

## **Skills Required**

- Must possess excellent interpersonal and team building skills
- Must possess excellent communication (verbal and written) skills
- Must possess excellent planning and organizational skills
- Must possess adaptive capacity and excellent problem solving skills