



SOCIAL ENTERPRISE FOR CANADA CANADA SUMMER JOBS 2025

Welcome to SEC's available job opportunities funded by the ESDC **Canada Summer Jobs** Program. We have 7 positions to fill. Please see below for details of each available opportunity.

This year, SEC will be hosting a **one-day speed interviewing event** to fill these positions. This will be held on **Thursday, May 8th, 2025 from 2:00 pm - 5:00 pm.**, at the Newmarket Welcome Center Immigrant Services at 16655 Yonge Street, Unit 26.

If you're interested, use this link <https://forms.office.com/r/WNaXN7PqZ6> to register for the job fair. On May 8th, interviews will occur on a first come, first serve basis. Bring hard copies of your resume and be prepared to talk about yourself and why you want to work with SEC. You must meet the minimum criteria below to qualify for the Canada Summer Jobs program and to work with SEC.

Minimum qualifications for all positions

- Be between 15-30 years of age
- Be legally entitled to work in Canada (are a Canadian citizen, permanent, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment)
- Have a valid Social Insurance Number
- Availability in person for the duration of the CJS program (9 weeks)
- Current Satisfactory Criminal Record Check

POSITIONS

1. WELCOME CENTRE DATABASE ONBOARDING AND TRAINING SPECIALIST

Location: Head Office, 1220 Stellar Drive Newmarket
Hourly Wage Rate: \$17.20 per hour + 4% Vacation Pay
Hours per week: 30 hrs per week
Duration: Begins May 20, 2025 to July 18, 2025

Position Overview

Reporting to the Project Manager, this position supports the development of onboarding and training materials for the Welcome Centre Database (WCDB), a new digital tool used to manage client information and service interactions. Responsibilities include documenting database processes, creating user-friendly instructional guides, and developing training resources for new users, including staff, volunteers, and program partners.

Job Tasks and Responsibilities

- Collaborate with the WCDB development team and front-line staff to understand system workflows.
- Create a structured onboarding manual, including visuals, FAQs, and process walkthroughs.
- Develop digital and printable training tools for use during new staff orientations.
- Test materials with users and incorporate feedback to improve clarity and usability.
- Maintain organized digital files of onboarding resources for ongoing access and updates.
- Assist in delivering in-person or virtual onboarding sessions as required.

- Adhere to organizational policies and privacy protocols when handling information.

Qualifications

- Currently enrolled in or a recent graduate of a post-secondary program in Business, Marketing, Communications, or a related field is an asset.
- Experience with various DB is an asset.
- Exceptional written and oral communication abilities, and content development skills.
- Technical Proficiency: Competent in Microsoft Office Suite (Word, Excel, PowerPoint) and familiar with digital marketing tools.

2. ADMINISTRATIVE ASSISTANT

Location: Head Office, 1220 Stellar Drive, Newmarket and/or Newmarket Welcome Centre, 16655 Yonge Street, Unit 26

Hourly Wage Rate: \$17.20 per hour + 4% vacation pay

Hours per week: 30 hours per week

Duration: Begins May 20, 2025 to July 18, 2025

Position Overview: The Administrative Assistant (AA) will provide essential support to the smooth operations of the organization. This role will be responsible for performing a variety of administrative and clerical tasks, including answering and directing phone calls, preparing and editing documents, responding to general inquiries, maintaining filing systems and supporting the coordination of small projects. The AA plays a key role in creating a professional and welcoming environment both for our staff and our clients.

Job Tasks and Responsibilities

- Answering and directing incoming phone calls in a professional and courteous manner.
- Drafting, editing, and formatting various documents such as correspondence, reports, and forms.
- Responding promptly and accurately to general inquiries via phone, email, and in person.
- Assisting with the coordination and support of small projects, ensuring timelines and deliverables are met.
- Organizing and maintaining both digital and paper filing systems.
- Scheduling meetings & preparing meeting materials.
- Performing other general administrative duties as needed to support the team.

Qualifications

- Post-secondary education in Office Administration, Business Administration, or a related field, or an equivalent combination of education and experience.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and comfortable learning new software applications.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Professional, friendly, and customer-service oriented approach.
- Ability to work independently as well as collaboratively in a team environment.
- Multilingual Ability: Proficiency in multiple languages is an asset.

- Personal Attributes: High level of integrity, confidentiality, accountability, strong work ethic, and a positive team attitude.

3. RESOURCE AREA WORKER (Newmarket Welcome Centre)

Location: Newmarket Welcome Centre, 16655 Yonge Street, Unit 26

Hourly Wage Rate: \$17.20 per hour + 4% vacation pay

Hours of Work: 30 hours per week

Duration: May 20, 2025 to July 18, 2025

Position Overview

Reporting to the Resource Area Coordinator, this position provides administrative and in-person support at the Newmarket Welcome Centre. Responsibilities include maintaining client records, assisting with computer-based client activities, and responding to inquiries on employment, settlement, and immigration services. The Resource Area Worker ensures the area is organized and well-stocked, updates information flyers, and supports clients while adhering to organizational policies.

Job Tasks and Responsibilities

- Maintain all confidential client records and files, correspondence and associated documentation in accordance with confidential information policy.
- Scan and upload forms and documents into Welcome Centre Database.
- Maintain electronic clients' information system.
- Prepare documentations for remote and onsite in-person client meetings.
- Book clients' meeting with the Resource Area Coordinator.

Onsite In-Person Resource Area (RA) Help:

- Ensure all interior and external agency information flyers are current and up-to-date.
- Make certain the RA is neat, tidy and is fully stocked with supplies.
- Assist users with computer activities such as seeking government forms, researching specified programs, finding information, etc.
- Answering client questions, or finding answers to their questions, on various topics such as employment supports, settlement inquiries, immigration requirements, etc.
- Maintain an organized filing system for all appropriate documents.
- Adhere to legislation, policies and procedures associated with Social Enterprise for Canada (SEC) and the Welcome Centre system.
- Respond to customer inquiries in a professional and timely manner.
- Keep RA Coordinator informed of all potential client concerns.
- Performs other duties as assigned.

Qualifications

- Currently enrolled in or a recent graduate of a post-secondary program in Business, Marketing, Communications, Administration or a related field is an asset.
- Exceptional written and oral communication abilities, and content development skills.
- Technical Proficiency: Competent in Microsoft Office Suite (Word, Excel, PowerPoint) and familiar with digital marketing tools.
- Additional language proficiency is an asset.

- High level of integrity, confidentiality, accountability, strong work ethic, and a positive team attitude.

4. PEOPLE & CULTURE ASSISTANT

Location: Head Office, 1220 Stellar Road, Newmarket
Hourly Wage Rate: \$17.20 per hour + 4% vacation pay
Hours per week: 30 hours per week
Duration: Begins May 20, 2025 to July 18, 2025

The Opportunity

Reporting to the Senior Director, People & Culture, the People & Culture Assistant (PCA) will provide support in a number of key HR areas of work, new initiatives and employee programs, namely the Human Resources Management System, onboarding/orientation and records management. Responsibilities include maintaining tracking systems, transferring data into HRMS, assisting with job postings and interviews, and supporting departmental projects while ensuring confidentiality and professionalism. The role also involves the development of SharePoint sites.

The ideal candidate is an up-and-coming HR professional with a passion for exceptional employee experience, is tactful, diplomatic and has excellent attention to detail.

Key Job Responsibilities

- Provide general administrative support to HR.
- Maintain an accurate system for tracking vulnerable sector screening and annual declarations.
- Manage the transfer of HR related data from archived files into HRMS.
- Provide recruitment support such as candidate sourcing, posting jobs, booking interviews.
- Support special projects and the implementation of new systems and process to improve the efficiency of the department operations.
- Strategize and develop SharePoint sites.
- Maintain digital and physical filing systems.
- Provide research on new initiatives, policies and procedures etc.
- Provide reception support and relief as needed.
- Contribute to research of other ongoing projects and initiatives.

Qualifications

- Currently enrolled or have completed an HR Diploma or Certificate program.
- Knowledge of and/or experience in HR in a business setting.
- Experience using an HRMS/HRIS is an asset but not required.
- Excellent interpersonal, relationship building, organization, written and oral communication skills.
- Strong technical skills, including Office 365 and interest and ability to learn new programs.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Demonstrated commitment to supporting a diverse, equitable and inclusive professional environment.
- Ability to demonstrate flexibility, initiative and good judgement.

5. FAMILY SERVICE WORKER

Location: Head Office, 1220 Stellar Drive, Newmarket & 40 Engelhard Dr Unit 1, Aurora, ON

Hourly Wage Rate: \$19.50 per hour + 4% vacation pay

Hours per week: 30 hours per week

Duration: Begins May 20, 2025 to July 18, 2025

*Work Schedule

Monday and Tuesday - 8:30am to 4:30pm includes 30 minutes unpaid lunch break at Head Office

Friday 8.5 hours at Head Office and service site

Sunday 9:00 am to 3:30pm (6.5 hours including 0.5 hour onsite paid working lunch break) at service site

The Opportunity

Reporting to Coordinator Supervised Parenting Time program, this position will provide administrative support at the head office and in-person visitation supervision at service site in York Region. Two projects of note are 1. Digital records management transition, and 2. Review and consolidation of archived files.

Job Tasks and Responsibilities

Office Administrative Support:

- Maintain all confidential client records and files, service registration, visitation reports, correspondence, and court documents in accordance with confidential information policy
- Upload observation notes and documents into Supervised Access Information Database (iSAID)
- Maintain electronic clients' information system
- Process inquiries from clients, counsels, Office of Children's Lawyer, Children's Aid Society, courts
- Prepare documentation for remote virtual visitation and onsite in-person visitation
- Book clients' meetings with the coordinator

Onsite In-Person Supervision - Site Observer

- Focused listening and observations of families
- Factual documentation writing for client and court records
- Act as a formal neutral witness to alleviate concerns and issues for clients
- Act as careful guardian of child's wellbeing
- Redirect conversations to foster positive interactions for successful visits
- Maintain an organized filing system for all appropriate documents
- Adhere to legislation, policies, and procedures associated with Social Enterprise for Canada (SEC) and the Supervised Access Program (SAP)
- Respond to customer inquiries in a professional and timely manner
- Keep Coordinator informed of all potential client concerns
- Performs other duties as assigned

Qualifications

- Post-secondary education in Social Services, or a related field, or an equivalent combination of education and experience.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and comfortable learning new software applications.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Professional, friendly, and customer-service oriented approach.
- Ability to work independently as well as collaboratively in a team environment.

- Additional language proficiency is an asset.
- High level of integrity, confidentiality, accountability, strong work ethic, and a positive team attitude.

6. SOCIAL MEDIA SPECIALIST

Location: Head Office, 1220 Stellar Road, Newmarket
Hourly Wage Rate: \$17.20 per hour + 4% vacation pay
Hours per week: 30 hours per week
Duration: Begins May 20, 2025 to July 18, 2025

The Opportunity

This role is responsible for managing and creating social media content for SEC, and will also promote Bridge Translations' interpretation and document translation services (SECC). Responsibilities include developing engaging social media campaigns, designing digital assets, and monitoring audience engagement. The Social Media Assistant will analyze performance metrics, update website content, and implement strategies to increase brand visibility. The role involves researching market trends, collaborating with team members, and creating promotional materials to connect with target audiences effectively.

Key Job Responsibilities

- Develop, schedule, and publish engaging content across various social media platforms (e.g., Facebook, Instagram, X (Twitter), LinkedIn).
- Monitor social media channels daily, responding to comments, messages, and inquiries in a timely and professional manner.
- Maintain social media calendars to ensure consistent messaging and alignment with organizational goals.
- Collaborate with internal teams to develop campaign concepts, promotional materials, and storytelling content.
- Track and analyze social media performance using platform insights and analytics tools, providing regular reports and recommendations for improvement.
- Stay informed on social media trends, platform updates, and best practices to enhance engagement and reach.
- Support the organization's brand voice and visual identity consistently across all social media activities.

Qualifications

- Currently enrolled in or have completed a post-secondary program in Marketing, Public Relations, Digital Media, Communications or a related field, or an equivalent combination of education and experience.
- 1-2 years of experience managing professional social media accounts.
- Proficient in social media management tools and basic graphic design tools (e.g., Canva, Adobe Creative Suite is an asset).
- Strong writing, editing, and storytelling skills with attention to brand tone and style.
- Knowledge of social media analytics and ability to interpret and act on data insights.
- Creative thinker with strong organizational skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience with basic photography and video editing is considered an asset.

- Excellent interpersonal, relationship building, organization, written and oral communication skills.
- Strong technical skills, including Office 365 and interest and ability to learn new programs.
- High level of integrity, confidentiality, and accountability.
- Ability to demonstrate flexibility, initiative and good judgement.

7. DIGITAL PROGRAM COORDINATOR

Location: Head Office, 1220 Stellar Road, Newmarket
Hourly Wage Rate: \$17.20 per hour + 4% vacation pay
Hours per week: 30 hours per week
Duration: Begins May 20, 2025 to July 18, 2025

The Opportunity

Reporting to the Senior Director, Immigrant Services and Business Development, the **Digital Program Coordinator** will play a key role in supporting the development of a secure, user-friendly digital platform for SEC's annual **Gift of Holiday Spirit** program.

The **Gift of Holiday Spirit** program is a cherished community initiative that matches vulnerable families with sponsors who provide much-needed support during the holiday season. As a vital service for many families, the program's current manual, paper-based processes present challenges to efficiency, growth, and scalability.

The Digital Program Coordinator will work closely with internal teams and external partners to modernize the program's operations, helping to streamline processes, enhance the user experience, and expand the program's reach in the community. This role offers a meaningful opportunity to apply project coordination and digital development skills to a project that truly makes a difference.

Key Job Responsibilities

- Develop a digital system that streamlines processes, improves access for participating agencies and sponsors, and enhances transparency for our stakeholders.
- Assist in designing and coding digital forms and workflows for the program using WordPress.
- Implement secure data storage and encryption protocols to ensure confidentiality.
- Create user guides and conduct training sessions for agencies and sponsors.
- Collaborate with the SEC team to test, refine, and launch the platform.

Qualifications

- Currently enrolled in or have completed a post-secondary program in Project Management, Information Technology, Digital Media, Business Administration or a related field, or an equivalent combination of education and experience.
- Experience coordinating digital projects, preferably in a non-profit, community services, or client-focused environment is an asset.
- Strong understanding of digital platforms, user experience (UX) principles, and secure data handling practices.
- Familiarity with project management tools (e.g., Asana, Trello, Monday.com) and basic knowledge of web development concepts (working with developers, UX/UI teams, or digital vendors).



- Excellent organizational and time management skills, with the ability to manage multiple tasks and deadlines.
- Ability to identify challenges, propose solutions, and adapt to evolving project needs.
- Collaborative mindset and ability to work both independently and as part of a cross-functional team.
- Excellent interpersonal, relationship building, organization, written and oral communication skills.
- Strong technical skills, including Office 365 and interest and ability to learn new programs.
- High level of integrity, confidentiality, and accountability.