

JRCC CARES: Summer Job Students (Spring-Summer 2023)

JRCC Cares is the arm of the Jewish Russian Community Centre that provides social services to those in need. Through a variety of different programs, including furniture donations and food bank services, we support members of our community in establishing safe and healthy homes. We are looking for smart and responsible students to join our team in the summer. We offer an exceptional work experience in a friendly environment for students who are interested in social services, community outreach, and program evaluation. Joining forces with us, you will have an opportunity to help the community and assist families in need. You will also develop and sharpen your skill set in the job market.

For Spring/Summer 2023, JRCC Cares is offering various jobs as the following (we will hire more than one person for each position):

Position #1: Warehouse

Main duties:

- Assist in Kosher Food Bank program operations (e.g., receive and package food donations)
- Assist in Furniture Depot program operations (e.g., move furniture, update online inventory)

Requirements:

- Able to perform physically demanding tasks (i.e., prolonged periods of standing, walking)
- Excellent ability to work independently with minimum supervision
- Fluent English (speaking, reading) – a must
- Eligibility for Summer Jobs position – a must

Position #2: Office

Main duties:

- Assist in donor outreach (calls, emails, flyers)
- Conduct survey phone calls (clients/donors)
- Assist in social media aspects (blog, posts)

Additional duties:

- Write application letters
- Follow up with potential donors
- Assist in program evaluation
- Enter data to Excel, Sales Force

Requirements:

- Previous experience (school or work) in research and community outreach – strong asset
- Excellent ability to work independently with minimum supervision
- Computer orientation (Outlook, Office) – a must
- Fluent English (writing, speaking, reading) – a must
- Fluent Russian (writing, speaking, reading) – strong asset
- Eligibility for Summer Jobs position – a must

Please send your resume and a short description why you are interested in the job to: Jrccfd.hr@jrcc.org. Please indicate on the application what position you are applying for. No phone calls please.