

VOLUNTEER OPPORTUNITY  
WITH  
EMPLOYMENT SOLUTIONS FOR IMMIGRANT YOUTH

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**POSITION TITLE:** EDUCATIONAL ASSISTANT

**POSITION SUMMARY:** In consultation with the Project Coordinator, the Educational Assistant will be responsible for assisting team members with project participants' individualized learning plans and needs. He/she will support the leadership development and counseling goals of the program through appropriate learning activities and processes. The incumbent will work closely with other team members to monitor each individual's progress towards achieving learning goals, document and communicate progress, attitudinal behaviour and overall learner's readiness to demonstrate acquired knowledge and skills. As well, the Educational Assistant will monitor attendance, document lateness, follow up on participant's absenteeism, communicate with staff, advocate with other service providers and inform other team members of any identified difficulties that need prompt interventions. These activities will be undertaken in congruence with the goals and objectives of the project and are integrated with a view to maximize the personal growth and earning potential of each participant.

**QUALIFICATIONS:**

- Must possess an under graduate degree in social sciences with experience in working with immigrant/refugee youth or an equivalent combination of skills, education, and experience.
- Technically adept with excellent communication skills both orally and in writing, and strong numeric and problem-solving skills, with capacity to deal with clients of varying levels of literacy and knowledge.
- Proficiency in the use of Microsoft Office applications.
- Must be well-organized and able to establish priorities, be service oriented and supporting, possessing excellent communication and interpersonal skills.
- Demonstrated independent performance with the ability to plan and schedule activities and carry out multiple tasks effectively.

**DUTIES & RESPONSIBILITIES:**

- Provide day-to-day program support in a team environment, offering guidance and adopting learning strategies that are understood by learners.
- Assist with planning and organizing program activities; consult with staff to clarify expectations and ensure clarity of information is obtained to best address learning outcomes.
- Assist with preparing all program documents and files; provide ongoing tutoring and organize small study groups in support of instructor, career coach and participants' needs.
- Assist in planning and organizing recognition events and awards and graduation ceremonies.
- Coordinate pick up of supplies, organizing snacks and ensuring availability of resources at all times.
- Attend program staff meetings and participate in discussions, providing insight and feedback.

In addition the Educational Assistant may be called upon from time to time to perform other duties as assigned within a flexible work environment and with a view to achieving outcomes.