



Summer Student, Community Bridge Program (Community & Social Services Worker)

Job Description

About the Organization:

Founded in 1978 as the Calgary Chinese Community Service Association (CCCSA) and rebranded in 2021 as Diversecities, we are a community-based organization dedicated to fostering an inclusive and supportive society. Our mission is to ensure that all individuals, regardless of cultural or ethnic background, have equitable access to all aspects of Canadian society. We work towards making Calgary and surrounding areas a welcoming home for immigrants, providing meaningful opportunities for engagement and integration.

Diversecities supports Calgarians in four key areas of life:

- 1) Economic Integration
- 2) Social Connection
- 3) Well-being
- 4) Learning

These key areas are addressed through programs and services within our main pillars: **Law & Advocacy, Community Bridge, Child & Youth, and Mental Well-Being.**

About the Program:

The Community Bridge Program is Diversecities' initiative to help Calgarians with language and cultural barriers find the support they need to overcome them and continue developing a sense of belonging in the community.

As its name indicates, this Program is about creating a connection point between individuals and families, and other community services, including public and government services. To do this, this program hosts regular groups for seniors, newcomers and gender-specific populations to give them a safe space to discuss and explore topics relevant to their needs. This Program also provides 1-on-1 support, language interpretation and translation services to individuals and families in connecting with private and public institutions (eg. government benefits applications).

About the Role:

The Summer Student (Community Bridge Program) is mainly responsible for supporting the Program Coordinator and Program Assistant in the delivery of Community Support Groups (CSGs), facilitating seasonal community events and outings, client support and referrals, and responding to client inquiries.



This role reports directly to the Community Bridge Program Staff.

This position is seasonal full time (total of 9 weeks), for 30 hours per week, with a compensation of \$18 per hour. The role requires work in office and occasionally off-site. Regular working hours for this role are 9:00am to 5:00pm. However, depending on the program's activities, some evenings and weekends might be required.

Start date is June 16, 2025, with an option for an earlier start date. The position is funded by the Government of Canada through the Canada Summer Jobs (CSJ) Program.

Role Description & Responsibilities:

Community Support Groups (CSGs)

- Recruit CSG participants and follow up with them to ensure their needs and expectations are met.
- Support the Program Staff in developing discussion topics and plans, learning material, and other resources to conduct CSGs.

Community Liaison & Outing Activities

- Support the Program Staff in planning for and facilitating seasonal community events and outings.
- Assist the Program Staff in supervising event and activity volunteers.

Front Desk & Client Support

- Assist the Program Staff in providing one-on-one support to clients with complex needs, such as language and cultural barriers.
- Meet and greet walk-in clients/visitors, direct them to available resources, and make internal referrals based on requested inquiries.
- Check voicemail daily, promptly reply or forward messages internally to the appropriate program or service.
- Answer phone calls and general emails, and forward them to the corresponding departments or staff.

Candidate Profile & Skills:

- Proficient in spoken and written English, Cantonese and Mandarin.
- Passion for supporting newcomers, immigrants, and underrepresented groups.
- Education: Psychology, Sociology, Social Work, or other human services related field.
- Be aged between 15 and 30 years old on the start date of employment.
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. International students and other temporary residents of Canada are not eligible for this opportunity.
- Interest in community engagement and activity planning.
- Good communication and interpersonal skills.
- Ability to work independently and collaboratively.



- Be sensitive to the unique needs of diverse groups.
- Basic presentation skills and work well with the public.

Mandatory Requirement:

The successful candidate must complete a satisfactory police background check, including vulnerable sector check.

How to Apply:

We invited interested candidates who meet the above requirements to apply by sending a cover letter and a 2-page (max) résumé in a single PDF document to HR@diversecities.org, addressed to:

Cindy Au
Chief Executive Officer
Diversecities Community Service Association

Applications that do not follow the instructions to apply will not be considered.

At Diversecities, we value all candidates as unique individuals and welcome the variety of experiences they bring to the organization. Diversecities has a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

This competition will remain open until a suitable candidate is found.