

**Student Placement with CultureLink**  
**Youth Employment Skills Strategies**  
**Position Description, 2024**

Purpose:	To foster healthy development among children and youth, particularly newcomers.
Title:	Student Placement – Youth Employment Skills Strategies
Location:	Toronto, ON
Key Responsibilities/benefits:	<p>Student placements will have the opportunity to contribute to multiple programs, serving diverse participants (newcomer youth, racialized youth, LGBTQ+ youth) ages 15-30. All duties will be performed under the supervision of CultureLink’s staff:</p> <ul style="list-style-type: none"> <li>• Support staff in leading employment workshops, job fairs and networking events, both virtual and in-person</li> <li>• Help with registration for events and activities as well as conduct follow up with clients encouraging to attend events</li> <li>• Collect client testimonials, create feedback forms/surveys</li> <li>• Participate in staff meetings, agency events, and community events</li> <li>• Other duties as assigned by assigned supervisor</li> </ul>
Reports to:	Business Relations Specialist
Length of Commitment:	At any time during the school year.

Time Commitment:	Open.

Requirements:	<ul style="list-style-type: none"> <li>• Up to date Vulnerable Sector Screening (Police Reference Check)</li> <li>• Commitment to anti-racism and combating other forms of discrimination</li> <li>• Ability to work cooperatively as part of a team and to give input into program</li> </ul>
Application Process:	<p>Send the complete application form, resume and cover letter to <a href="mailto:kqaseem@culturelink.ca">kqaseem@culturelink.ca</a> at least six weeks ahead of placement start date.</p> <p>Include the subject line of the email message.</p> <p>Application will be reviewed and qualified candidates will be invited for an interview with potential supervisor.</p>