



Canadian Friends
Service Committee
(QUAKERS)

CFSC Young Friend Program Assistant Application Form 2015

This is a short-term youth employment opportunity for people between 20 and 29 years of age. Appended to the application form is general information about the CFSC Young Friend Program Assistant program, and the Job Description.

Please complete the Application Form and email it (with any other attachments) to cfsc@quakerservice.ca no later than **February 15, 2015**.

Personal Information:

Name:

Present Address:

City:

Prov/Postal Code:

Telephone:

Cell:

E-mail:

Permanent Address:

City:

Prov/Postal Code:

Telephone:

Date of Birth:

Are you able to legally work in Canada at present? (Y/N)

If not, what do you have to do to secure a visa to work legally in Canada?

What is your present occupation or student status?

Quaker involvement and service interests:

Please respond to the following questions:

1. What is your current involvement with, relationship to, or interest in the Religious Society of Friends? Are you a member or attender of a Meeting (if yes, what Meeting)?

2. What interests you specifically about being a Program Assistant with a faith-based (Quaker) organization? What do you hope that this opportunity will offer that is different?

3. Which areas of CFSC's work interest you most?

- ☐ Conscientious objection
- ☐ International development
- ☐ Human Rights
- ☐ Indigenous rights
- ☐ Restorative justice/prison and justice issues
- ☐ Non-violence
- ☐ Peace issues
- ☐ Refugees
- ☐ Synthetic biology/biotechnology (ecological and economic issue)
- Other _____

4. What skills, experience, and knowledge do you have that will support your service as a Program Assistant?

5. Reading the job description, what would you look forward to the most? What areas do you think you would most excel in? What areas do you think you would be most likely to struggle with or need extra support in?

6. How do you hope this opportunity will contribute to your growth and skills development? What are your goals over the next year or beyond?

7. Are you involved in community service activities or volunteer work? If yes, tell us about how this work has meaning for you and/or has contributed to your personal development.

References:

Please list the names of three people who will provide references (*at least one should be a member of the Religious Society of Friends*):

<u>Name</u>	<u>City/Quaker Meeting</u>	<u>Tel. No./Email address</u>
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| 1. | | |
| 2. | | |
| 3. | | |

Work history, education, etc.:

Please attach a copy of your resume(*please include information on your work history, education, voluntary commitments, skills and abilities, languages (spoken and written), and software applications which you can knowledgeably use*).

For more information contact:

CFSC Young Friend Program Assistant
Canadian Friends Service Committee (Quakers)
60 Lowther Avenue Toronto, ON M5R 1C7
Telephone: 416-920-5213 Fax: 416-920-5214
Email: cfsc@quakerservice.ca

December 2, 2014

General Information: CFSC Young Friend Program Assistant program

What is Canadian Friends Service Committee?

Canadian Friends Service Committee, the peace and service agency of Quakers in Canada, works with a wide range of partners at the international, national and community levels to bring about long-term sustainable changes in our world. CFSC is guided by a vision of a world in which:

- peace and justice prevail,
- the causes of war and oppression are removed,
- the whole of Creation is treated with respect,
- and individuals and communities are freed to reach their fullest potential.

CFSC has three program committees that carry out work on peace, ecological and economic issues, Indigenous rights, and justice issues (restorative justice, youth justice issues, etc.). Our work is supported by a staff team (4), members of program committees, and the board. To learn more, visit www.quakerservice.ca.

What is the purpose of the Program Assistant program?

The Program Assistant program (previously called the “CFSC Young Friends Internship”) is a youth employment opportunity. It was established to provide young people, particularly Young Friends and attenders of Quaker Meetings, with the opportunity to gain employment experience and skills by engaging in the work of CFSC and our partner organizations and to practically learn more about the peace and service witness of Quakers and Friends’ ways.

What does a Program Assistant do (general description)?

Program Assistants(PAs) observe and participate in CFSC’s work, gaining valuable work experience. They learn and undertake:

- basic office and administrative tasks;
- directed research, writing, and other activities;
- and participate in CFSC committee and other meetings/events (as agreed upon in the workplan), and the annual sessions of Canadian Yearly Meeting (in August).

PAs work in the CFSC national office (4 days a week) and on a local direct-service project (1 day a week)¹. The PA’s skills and interests are taken into account in the development of the workplan and will inform discernment and selection of a direct-service opportunity.

Examples of work tasks include:

- Writing articles about CFSC projects and Friends peace and justice concerns for Quaker publications and our website;
- Research on a specific issue for a briefing paper or to feed into CFSC’s engagement on the issue;
- Engaging with Young Friends about their concerns and strengthening relationships between Young Friends and CFSC;
- Preparing educational resource materials on Friends’ concerns;
- Speaking about Service Committee and the PA program at Friends gatherings;

¹ Sometimes the direct-service activity involves one or two weeks out of the office, and this may adjust how the time is factored.

- Helping with mailings, filing, and other clerical duties;
- Learning about Quaker history, theology, etc. (optional); and
- Accompanying Friends to ecumenical social justice meetings (e.g. Kairos).

Service opportunities include work with local direct-service agencies (e.g. food banks), work camp at Camp NeeKauNis (a Quaker camp), etc. The direct-service opportunity is researched and arranged by the PA during the development of their workplan with the General Secretary.

Who can be a Program Assistant?

The PA position is open to people between 20-29 years of age who are eligible to work in Canada². It is designed to be an entry level, skills building, and spiritual formation opportunity for youth. All applications will be given serious consideration. All applicants should have a clear interest in Quaker service work. Knowledge of Quaker beliefs and discernment practices (e.g. how Friends do business) and previous community service is an asset. Applicants should seek a letter of support from their Monthly Meeting, if they are Quaker, and even if they are not Quaker, must have at least one Quaker reference in order to be eligible.

What are the terms of employment regarding compensation, etc.?

Please see the job description for details.

CFSC is an equal opportunity employer.

How do I apply?

Complete the application package and submit it to Jane Orion Smith, CFSC General Secretary, at cfsc@quakerservice.ca

Deadline: February 15th, 2015

²International applicants are welcome, however, it is their responsibility to acquire a visa that enables them to work legally in Canada (CFSC will provide information on the employment offer for inclusion in the visa application, if the applicant is selected to serve as the Program Assistant).

Job Description - CFSC Program Assistant

Reporting and accountability:

The Program Assistant (PA) reports to the General Secretary and, in their absence, to the Finance Administrator and/or Office Administrator (as arranged). The General Secretary, and others as designated, provide instruction, feedback, and support to equip the PA to undertake their job responsibilities. Near the end of service, there is an exit interview with a member of CFSC's Personnel Committee.

General Description:

See "what does a Program Assistant do" in general information above.

Work responsibilities: (A detailed workplan is drafted by the PA and General Secretary):

- **Administrative support** (mail, filing, organizing, correspondence, bank deposits, etc.)
- **Research and writing** (articles for Quaker publications, reports or ground work for CFSC committees, etc.)
- **Special projects** (as assigned by the General Secretary)
- **Educational activities** (assigned Quaker writings, meetings of organizations of which CFSC or CYM is a member and which are engaged in social justice work, etc.)
- **Voluntary service in the community** (with a Quaker or non-Quaker organization) (see below for list of possible options)
- **End of service reflection paper**

Terms of employment:

- Length of contract: 1 May to 31 August
- Location: CFSC office in Toronto
- Hours and wage: 35 hours of work per week at \$11.00 an hour plus vacation pay (4%). Salary is paid monthly, normally by direct deposit. Overtime will be taken off in lieu.
- Holidays: All statutory holidays apply. No vacation time.
- Housing: If requested, CFSC will try to help secure a billet (accommodation) with a Quaker family in Toronto (such accommodation is not guaranteed).
- A Committee of Care may be appointed by CFSC's Personnel Committee.

Some options for the voluntary service component (one day a week) in Toronto:

Camp NeeKauNis (esp. Work Camp) www.neekaunis.org/
Kairos (310 Dupont Street, 416-463-5312) www.kairoscanada.org
519 Church Street Community Centre www.the519.org
Covenant House (homeless youth) www.covenanthouse.on.ca
Daily Bread Food Bank (416-203-0050) www.dailybread.ca/get_involved/volunteer.cfm
Peace Brigades International www.pbicanada.org
Food Share (promoting food security/healthy food for all) www.foodshare.net
St. Stephen's Community Centre www.ststephenshouse.com/volunteer.shtml
Jessie's - a community support service for teenage girls and their children (416-365-1888) www.jessiescentre.org/about_junescentre/get_involved/volunteer/
Centre for Spanish Speaking Peoples, Women's program 416-533-8545
Check out the website www.charityvillage.ca for more ideas