****

**CFSC Program Assistant**

**Application Form 2017**

***This is a short-term youth employment opportunity for people between 20 and 29 years of age. Appended to the Application Form is information about the CFSC Program Assistant position.***

***Please complete the Application Form and email it (with any other attachments) to*** ***info@quakerservice.ca*** ***no later than February 13, 2017.***

**Personal Information:**

Name:

Present Address:

Phone:

City:

Prov/Postal Code:

E-mail:

Permanent Address (if different from above):

Phone:

City:

Prov/Postal Code:

Date of Birth:

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

***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 from other summer employment opportunities?***

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

1. \_\_ Conscientious objection
2. \_\_ International development
3. \_\_ Human rights
4. \_\_ Indigenous Peoples' human rights
5. \_\_ Restorative justice/prison and justice issues
6. \_\_ Nonviolence
7. \_\_ Israel/Palestine
8. \_\_ Burundi and DR Congo
9. \_\_ Refugees
10. \_\_ Synthetic biology
11. Other:

***4. What skills, experience, and knowledge do you have that will be particularly valuable in your service as a Program Assistant?***

***5. Reading the job description, what would you look forward to most? What areas do you think you would most excel in? What would you look forward to the least? 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

 **Name City/Quaker Meeting Tel. No./Email address**

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, and languages (spoken and written)).*

***For more information contact:***

info@quakerservice.ca with the subject line *CFSC Program Assistant*

**General Information:**

**CFSC Program Assistant**

**What is Canadian Friends Service Committee?**

Founded in 1931, Canadian Friends Service Committee (CFSC) is the peace, social justice, and international development arm of the Religious Society of Friends (Quakers) in Canada.

# *Our Mission*

CFSC alleviates suffering and develops transformative and sustainable approaches to human rights, justice, and peace. We act through practical assistance, research, education, and policy dialogues.

Find a summary of our current strategic plan at <http://quakerservice.ca/plan>

**Why does CFSC hire a summer Program Assistant?**

The Program Assistant is a youth employment opportunity. It was established to provide young people with the opportunity to gain paid employment experience and skills by engaging in the work of CFSC and our partner organizations. We hope Program Assistants will acquire hands on experience of multiple aspects of work for a small faith-based nonprofit organization as well as another organization of their choice. We also hope the Program Assistant will benefit from practical learning about the peace and service witness of Quakers.

**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).

PAs work in the CFSC national office (4 days a week) and on a local direct-service project (1 day a week). 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:

* Helping with mailings, filing, updates to the database, and other clerical duties;
* 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;
* Speaking about CFSC and the PA program at Friends gatherings; and
* Learning about Quaker history, theology, etc. (optional).

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.

**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 Canada. It is designed to be an entry-level opportunity for youth. All eligible 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.

**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 **info@quakerservice.ca**

**Deadline: February 13th, 2017**

**Job Description - CFSC Program Assistant**

**Reporting and accountability:**

The Program Assistant (PA) reports to the Administrative and Communications Coordinator (ACC). The ACC, 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 ACC)***:**

* **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 ACC)
* **Educational activities** (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 $12.00 an hour plus vacation pay (4%). Salary is paid monthly. 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 if requested by the PA.

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

Camp NeeKauNis (esp. Work Camp) [www.neekaunis.org/](http://www.neekaunis.org/)

KAIROS (310 Dupont Street, 416-463-5312) [www.kairoscanada.org](http://www.kairoscanada.org)

519 Church Street Community Centre [www.the519.org](http://www.the519.org)

Covenant House (homeless youth) [www.covenanthouse.on.ca](http://www.covenanthouse.on.ca)

Daily Bread Food Bank (416-203-0050) [www.dailybread.ca/get\_involved/volunteer.cfm](http://www.dailybread.ca/get_involved/volunteer.cfm)

Peace Brigades International [www.pbicanada.org](http://www.pbicanada.org)

Food Share (promoting food security/healthy food for all) [www.foodshare.net](http://www.foodshare.net)

St. Stephen’s Community Centre [www.ststephenshouse.com/volunteer.shtml](http://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/](http://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](http://www.charityvillage.ca) for more ideas