



தமிழ்ச்
சமூக
மையம்

Tamil
Community
Centre

Community Outreach Coordinator

Employment Type: Temporary contract

Contract Length: 8 weeks

Hours of Work: 35 hours/week

Wage: \$18.00/hour

The Community Outreach Coordinator is responsible for developing, coordinating, and implementing outreach strategies to engage the community, build partnerships, and increase awareness of Tamil Community Centre's programs and services. This role serves as a vital connection between the organization and the public, promoting inclusion, education, and collaboration.

To be eligible to participate in Canada Summer Jobs, candidates must:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Key Responsibilities:

- Plan, develop and execute community outreach programs and events to promote the Tamil Community Centre within the Tamil community in the Greater Toronto Area.
- Lead door-to-door canvassing efforts and engage various community groups and organizations within Scarborough to increase visibility for the Tamil Community Centre project.
- Develop and distribute promotional materials such as flyers, newsletters, and social media content.
- Assist the fundraising committee to coordinate activities and communications with potential fundraising leads.
- Help maintain and develop project update materials for community events and represent the organization at meetings and events.

Qualifications:

- Currently pursuing post-secondary education in Communications, Public Relations, Social Work, or a related field (or equivalent experience).
- Demonstrated experience in community outreach and public engagement within diverse communities.
- Willingness to work occasional evenings and weekends, as required.

Please send your resume to info@tamilcentre.ca