



SAFSS
Settlement Assistance &
Family Support Services

1200 Markham Road, Suite 214, Toronto, Ontario M1H 3C3
Tel: 416-431-4847 Fax: 416-431-7283 Website: www.safss.org Email: reception@safss.org

Information and Orientation Admin

Employer:

[Settlement Assistance and Family Support Services \(SAFSS\)](#)

Job city:

Scarborough

Job region:

Greater Toronto Area

Location:

1200 Markham Rd, Suite 214
Toronto, Ontario
M1H 3C3

Application Deadline: April 24, 2024

Job terms: part-time

Hourly Wage: \$20.82

Background:

Settlement Assistance and Family Support Services is a trusted not-for-profit social services agency that has been serving and advocating for newcomers, refugees and victims of all types of violence since 1989. The need to address Violence against Women was the seed of the organization's establishment. However, while the organization was initially founded to support women and children who were victims of domestic violence, it has since evolved and expanded its services to support other identified needs. Our trained staff provide a range of services to a diverse, multi-cultural and multi-lingual community in a responsible and professional manner in a safe non-judgmental and confidential environment that fosters trust, respect and collaboration.

Summary:

The Settlement Admin Support will provide support to the settlement team and additional settlement programs. He/she will maintain and update databases, place orders for supplies with varied vendors, reporting, and media platforms, create promotional materials and provide other administrative duties. This position will support and actively engage in SAFSS' community development principles and initiatives (it is derived from current SAFSS Strategic Directions).

Responsibilities:

- Manages calls from clients and refer them to the appropriate Settlement worker
- Create multi-lingual posters, brochures, and flyers
- Inputs data in OCMS, ICARE, SAFSS Database on a weekly basis
- Updates the inventory of resources and program related records quarterly (e.g., contact lists, documents etc.)
- Process invoices, financial claims and responsible for petty cash distribution
- Orders and dispatches office and program supplies including business cards to team members
- Maintain SAFSS' website information is current
- Take minutes, and handle all logistics for, programs meetings, trainings, and events
- Receives and coordinates equipment support requests including laptops, cell phones, mobile sticks, printers, copier, etc.
- Coordinates with the assistance of the technical support for updating, servicing and repair of Office equipment
- Assists in the organization of team meetings, staff training and special events
- Collects clients' satisfaction surveys and workshop evaluations, and develops data received into reports
- Travels off-sites to distribute resources and promotional materials
- Collect and collate monthly reports for the Settlement team
- Create statistical reports as required by Supervisor and agency
- Other reports as required
- Actively participates in program's community development activities including advocacy outreach and community engagement activities
- Participates in and supports local community events



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- Networks with other staff, attends staff meetings & agency events, staff social events, community events, staff and agency committees
- Other duties as assigned

Qualifications:

- College diploma in Business Administration or related field
- Good verbal communication skills in English and other languages are an asset
- Experience working in the social services or a community-based organization
- Valid police clearance is required for the position

Reports to: Settlement Program Manager

This is a part-time unionized position, based on a 22.5 hour week schedule from Monday to Friday.

How to apply:

Submit your resume & cover letter to: recruitment@safss.org

Your cover letter should be an answer to the following question. Please explain in no more than 500 words the role of a settlement counsellor and the process of settlement.

Settlement Assistance & Family Support Services is an equal opportunity employer and committed to an inclusive, equitable and accessible workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please contact the HR department at SAFSS.

Only applicants who will be interviewed are contacted.