



## SEASONAL SUMMER OPPORTUNITY JOB POSTING

June 28, 2022

**Position:** **SEWING HUB ASSISTANT (Canada Summer Jobs Program)**  
**Reports to:** Project Coordinator- Social Enterprises and Program Director  
**Contract Dates:** July – August 26 2022, 35h / week  
**Primary Function:** To support and assist with sewing programming, production and assembly, and entrepreneurship of social enterprises. The position will also assist in creating and maintaining administrative systems of record, assists with conducting program outreach, evaluation and promote social enterprise programs as assigned.

### Responsibilities:

1. Assist Project Coordinator with daily administrative tasks.
2. Assist with cutting of materials and fabrics for sewing programs.
3. Assists with supervision staff, volunteers and others as directed by Program Coordinator.
4. Assist with developing, implementing and disseminating simple data tracking systems and tools for daily/regular record-keeping.
5. Assist with maintenance of classroom, machinery, and general cleanliness, and that safety procedures are being followed.
6. Assist with record keeping, inventory and supplies, and data management.
7. As part of a team, support the overall development, implementation and evaluation of Sewing Hub and other social enterprise activities.
8. Liaise with clients, partners and others when appropriate/necessary.
9. Assist with promotion all Sewing Hub and other programs on social media and other platforms as directed by Program Coordinator.
10. Other duties as assigned.

### Qualifications:

1. Previous experience working in inner city neighbourhoods.
2. Computer literacy and experience with programs such as Excel, PPT, Word, databases, etc.
3. Point of sales and customer service is an asset.
4. Experience with fabric and sewing an asset.
5. Excellent oral and written communication skills in English.
6. Excellent organizational skills.
7. Ability to speak/understand a second language an asset.
8. Familiarity with the local community an asset.

Must be eligible for Canada Summer Jobs Program (be between 15 – 29 years of age at time of hiring)  
Must comply with Mandatory Vaccination Policy

**Hours of Work:** **35 hrs/week** Some evenings/weekends may be required.

**Rate of Pay:** \$15.00 per hour

**Benefits:** 4% Vacation Pay

**Apply:** email: [brendam@scaddingcourt.org](mailto:brendam@scaddingcourt.org)

**Or mail:** Hiring Committee  
Scadding Court Community Centre  
707 Dundas Street West  
Toronto, Ontario M5T 2W6 **(NO FAXES PLEASE)**

**Deadline:** July 5<sup>th</sup>, 2022, 5pm

**Only those applicants chosen for an interview will be contacted.**

**Scadding Court Community Centre is an equal opportunity employer.  
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