



CAREER OPPORTUNITY

About Lethbridge Family Services

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

POSITION: Lethbridge Local Immigration Partnership (LIP) Assistant
Canada Summer Jobs (8 weeks)

DEPARTMENT: Immigrant Services

HOURS: Monday to Friday, 35 hours per week

POSITION OVERVIEW

Lethbridge Immigrant Services Department Local Immigration Partnership (LIP) is a community development initiative funded federally by Immigration Refugees Citizenship Canada. Active since 2016, the main purpose of the LIP is to involve the Lethbridge community and other stakeholders in the settlement of immigrant newcomers. There are approximately 10 different committees, including Lethbridge Interagency Network (LIN). Each committee meets a minimum of 4 times per year.

This position assists the LIP Coordinator with various projects and events.

KEY RESPONSIBILITIES

- Assisting the LIP Coordinator with various projects such as the Youth Mapping project.
- Assisting with cultural events such as World Refugee Day.
- Maintaining the LIP website for accuracy and currency.
- Creating and maintaining cultural event calendars for distribution to the Lethbridge community.
- Creating and distributing regular e-bulletins and newsletters for the purpose of informing, sharing updates, highlighting resources and activities, and disseminating other information generated through the LIP meetings.
- Creating information graphics or information sheets using plain language to share with appropriate community groups or the public for education.
- Creating advertising using plain language to promote various LIP projects and events.
- Assisting the LIP Coordinator with the creation of documents, forms, reports, and surveys.



Qualifications

- **Meet Canada Summer Jobs Criteria:**
 - Be between 15 and 30 years of age at the start of the 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.
- Education and/or education in community development, anthropology or sociology.
- Excellent time management, interpersonal and communication skills.
- Experience within the settlement sector is an asset.
- Experience working with newcomers is highly desirable.
- The successful candidate will be required to provide a Police Information Check (PIC).

Start Date: June 10, 2024 Flexible

Application Deadline: May 21, 2024

Please submit, in confidence, a resume and cover letter referencing job posting 24IS7 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Contact Person: Laura Branner

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.



Date Posted: 5/7/2024