

FCJ REFUGEE CENTRE



“Walking with uprooted people”

VOLUNTEER POSITIONS FEBRUARY 2017

The volunteer opportunities at FCJ Refugee Centre are from Monday through Friday (9 am to 5pm) at our location 208 Oakwood Avenue Toronto, ON. The schedule is very flexible it will depend on your availability.

This is a great chance to meet people and work with other volunteers and develop skills in a non-profit organization working with precarious migrant populations.

VOLUNTEER DATA ENTRY CLERK

The Data Entry Clerk will directly contribute to increase FCJ Refugee Centre’s capacity to provide a better service by supporting outreach and development work. This position includes oversee daily data collection and summarize number of clients and services:
a) keep track of the services we provide every day through our SIGN IN SHEET. b) Input new client data into the databases adding information after each additional contact
c) Update statistics

Basic Skills:

- Strong organizational, time management, and planning skills and the ability to multi-task.
- Excellent interpersonal and problem solving skills.
- Effective cross-cultural communication skills.
- Cultural sensitivity and demonstrated skills in working with new immigrants from diverse cultures and backgrounds.
- Computer literacy skills including Microsoft Office, the Internet, and email
- Ability to work with confidential information
- Work from an anti-racist, anti-oppressive framework
- Work in a fast-paced, open-concept office
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Other Qualifications:

- Experience in non-profits, working with migrant populations
- Strong social service background is an asset

Some familiarity with the Canadian immigration and refugee processes

Main Responsibilities:

- Produce and keep track of the daily Sign in Sheet, make sure every client/visitor is registered
- Be familiar with the services we provide
- Produce and keep track of the daily Sign in Sheet, for volunteers and placement students
- Oversee data collection for the Centre, including taking care of the database
- Photocopy forms as needed.
- Make sure database is running
- Update services provided to clients
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Steps to becoming an FCJ Refugee Centre Volunteer:

-Fill out the **VOLUNTEER FORM** and sent it with your resume to **Carolina Teves**
cteves@fcjrefugeecentre.org

-Participate in our volunteer information sessions.

To learn more about FCJ Refugee Centre please visit our website at:
www.fcjrefugeecentre.org