

# 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.***

### **INTERPRETATION / TRANSLATION.**

This is a good opportunity to improve your experience as interpreter and to meet the community needs and gain their first positive experience in a Canadian setting.

Some of the languages we need to support our clients are: Spanish, Portuguese, French, Arabic, etc.

The translation/interpretation could be through the different programs: a) legal support (legal aid phone calls, filling out forms, etc. b) Settlement support: ow applications, phone calls, looking for shelter, medical appointments, finding job, etc. c) Informative sessions: Ready Tour/RAD info-session..

#### **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
- Flexible schedule
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**Other Qualifications:**

- Experience in non-profits, working with migrant populations
- Strong social service background is an asset
- Fluent in English, ability to speak another language is an asset.

Some familiarity with the Canadian immigration and refugee processes

**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](mailto:cteves@fcjrefugeecentre.org)

-Participate in our volunteer information sessions.

**To learn more about FCJ Refugee Centre please visit our website at:  
[www.fcjrefugeecentre.org](http://www.fcjrefugeecentre.org).**