



10909 YONGE STREET, UNIT 203 RICHMOND HILL, ONTARIO L4C 3E3
TEL: 905.884.0163 FAX: 905.884.7215 WWW.ACYR.ORG
CHARITABLE REGISTRATION #890484769RR0001

Job Title: Student Placement
Position Type: Part-Time/Full Time
Reporting To: Program Staff/Executive Director
Location: Richmond Hill, ON

Overview

The AIDS Committee of York Region (ACYR) is a community-based, non-profit organization that provides support, education and promotes access to dignified care for people living with HIV/AIDS and affected by HIV/AIDS. We offer enriching and learning opportunities for students who wish to gain hands-on experience and for a future career in the social service sector. We invite students of social work and social service work to submit their resume with a cover letter for placement with ACYR for the 2016/2017 academic year. Attention to detail, respect for diversity, and ability to work in a dynamic and fast paced environment is essential for success in this role.

Requirements

- Displays an understanding of or willingness to learn about HIV/AIDS
- Able to work within an anti-discriminatory/anti-oppressive framework
- Basic understanding of harm reduction principles and willingness to work within this framework
- Understands field placement responsibilities and seeks guidance when necessary
- Demonstrates understanding of boundaries as a student
- Reliable, punctual and maintains agreed upon hours
- Organized and willing to learn and accept increasing responsibility
- Takes initiative and demonstrates professionalism and accountability
- Clear, effective and professional communicator
- Follows agency policies and protocols and respects workplace confidentiality policies
- Able to multi-task, prioritize and manage work provided by multiple team members

Job Description

Student placement roles and responsibilities at ACYR may vary from time to time depending on the needs of the agency and program staff priorities as well as the skills and interests of the student. The scope of the work may enable the student to focus on a specific project or cover a range of duties that will allow the student to gain a comprehensive understanding of how a small community-based non-profit organization functions. Student assignments may include:

- **Office/Administrative support**
Tasks may include filing, organizing/maintaining inventory, data entry and other administrative needs
- **Sorting clothing/donations for clients**
Includes monthly clothing donations and gifts for annual Holiday Wish List Program

Providing support and dignified care to those living with and affected by HIV/AIDS in York Region

- **Support annual client events**

May include client socials, wellness retreats, holiday party, etc.

- **Support community outreach & education activities**

May include tabling/booths at community events, assistance with workshops and events, organizing materials, public speaking as needed

- **Fundraising**

- ***A Taste for Life:*** Tasks may include soliciting silent auction donations, promoting fundraiser, facilitating attendance, donor communications, event hosting, media outreach as needed
- ***Holiday Wish List Program:*** Promoting fundraiser, soliciting donations, donor communications
- ***Ongoing agency fundraising activities:*** Support with donor prospecting and relationship building, grant research and writing, and donor database management

The AIDS Committee of York Region promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. **We encourage applicants living with HIV/AIDS.** We also encourage people of all races, ethnic origins, religions, abilities and sexual orientations.

Please forward your resume and cover letter highlighting your interest, experience, and qualifications. We thank all applicants. However, only those who are to be interviewed will be contacted. No telephone enquiries please.

Please submit cover letter and resume to:

Mark Koning

AIDS Committee of York Region

10909 Yonge Street #203, Richmond Hill, ON L4C 3E3

Email: mkoning@acyr.org

Website: www.acyr.org