



**Position:** GCAO Community Ambassador (CA)  
**Status:** Three (3) day x week- 5 hours per week  
Short term position until March 31, 2022  
**Salary Range:** \$18-20 per hour

**Position Summary:**

The GCAO Community Ambassador (CA) has been developed to provide support with outreach and engagement of community members as well as support with organizing GCAO to best meet the needs of Ghanaians within the GTA. GCAO CA will support with dissemination of communications tools from the City of Toronto and GCAO. Ambassadors will have the ability to learn, build capacity and connect directly with sources of support, as they will work closely with a network of local service providers.

**Duties and Responsibilities:**

GCAO CA will be tasked to meet and inform residents of Ghanaian Canadian's in the GTA communities. GCAO CA will connect residents and families in need directly to sources of support, as they will work closely with the local network of service providers. GCAO CA is expected to perform the following duties and responsibilities:

- Provide up-to-date COVID-19 and vaccination information to the residents
- Support with the data collection of Ghanaians within Ontario to support with initiatives.
- Support with campaigning of promoting of promotional tools and conduct outreach in the diverse GTA community, community service providers etc.,
- General office administrative support as needed
- Ensure the work environment is inclusive and welcoming to all members of the community.
- Ensure organizational confidentiality is maintained.
- Establish and maintain relationships with landlord, superintendent, building manager(s), tenants, and tenant groups
- Take notes on community needs, update and maintain accurate information and records
- Other duties as assigned by project leads

**Skills and Qualifications:**

- Strong interpersonal skills, the ability and desire to work closely with Ghanaian Community members
- Knowledge of Microsoft Office and social media
- Team player- demonstrated ability to work with diverse organizations, clients, volunteers including cultural sensitivity.
- Excellent organizational & communication skills
- Ability to understand and respond to changing community needs
- Ability to work independently and collaboratively in a fast-paced environment
- A minimum age of 16 years of age

Apply by sending resume to [Gcaocanada@gmail.com](mailto:Gcaocanada@gmail.com) by May 30, 2021. Only selected applicants will be notified by email.