

**Canadian Caribbean Association of Halton (CCAH)**  
Queen Elizabeth Park Community and Cultural Centre  
2302 Bridge Road, Oakville, Ontario L6L 2G6  
905-815-6184 | [info@ccah.ca](mailto:info@ccah.ca) | [www.ccah.ca](http://www.ccah.ca)

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Job Title: Summer Intern	Hourly Wage: \$17.60-18.84
Start Date: July 2, 2026	Number of Weeks: 8
End Date: August 27, 2026	Number of Hours per Week: 35-37.5
Preferred Level of Education: Currently enrolled in secondary or post-secondary studies	Applicant contact: <a href="mailto:ashleigh@ccah.ca">ashleigh@ccah.ca</a>

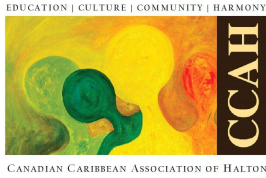
### Role Overview

- Develop skills related to project management, teamwork, leadership, and diversity and inclusion.
- Promote awareness, recruit high school attendees, and assist with leadership training sessions for the *CCAH – Youth Summer Leadership Program* in conjunction with Halton Regional Police Service.
- Prepare outreach material and manage email campaign and attendee database.
- Track Community Service hours earned by attendees and manage certificate production and distribution.
- Participate in production and delivery of CCAH summer events, such as Emancipation Days celebrations.
- Assist with recruiting volunteers for CCAH summer initiatives and cultural events.
- Assist with CCAH Community Garden Program.
- Support other CCAH Summer initiatives as required.

### Responsibilities

The Summer Intern will be required to:

- Service and communicate with a cross-section of community partners for the *Summer Youth Leadership Program* including the Halton Regional Police Service, Sheridan College, Halton District School Board, Halton Catholic District School Board, dignitary guests, parents, and the student program applicants.
  - Act as backup supervision for the Summer Camp should Camp Counsellors need to miss a day of work.
  - Work alongside the Youth Outreach Coordinator to deliver workshops to youth ages 12-16 participating in the *Summer Leaders-in-Training Program*.
  - Focus on teamwork as it relates to recruiting and supervising volunteers to assist with summer cultural events. Strong social media, email and telephone communication skills are required to support with social media outreach, email campaigns and telephone follow-up.
  - Interact with *Youth Summer Leadership Program* attendees, parents, and partners; cultural event volunteers; and CCAH Board Members.
  - Assist with volunteers and stakeholders to support summer cultural events including the Emancipation Day Picnic, Veronica Tyrrell Day, and CCAH Community Garden Program. The required communication will include managing social media outreach, email campaigns, as well as telephone call follow-ups.
  - Assist with preparation prior to the Fall 2026 launch of CCAH's new Youth Development Program. This may include conducting outreach to presenters and participants, creating digital assets, and maintaining CCAH social media in a way that attracts youth to the organization.
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### **Expected Development Outcomes**

- The Summer Intern will develop their digital and communication skills when recruiting and interacting with partners and students involved in the *Youth Summer Leadership Program* and the *Leaders-in-Training* while assisting with recruiting and supervising volunteers for CCAH summer cultural events. The Summer Intern will use a variety of media platforms including ZOOM, Mailchimp, and Google Forms as well as MS Word, Excel and PowerPoint.

### **Qualifications**

- Currently enrolled in Secondary or Post-secondary studies
- Strong organizational, communication, and administrative, and problem-solving skills
- Ability to work in a collaborative team environment
- Previous experience in a leadership position with children is an asset
- Previous experience in digital asset design, social media, marketing and/or communications is an asset
- First Aid and CPR-C certificate is an asset\*
- HIGH FIVE “Principles of Healthy Child Development” is an asset\*
- Criminal reference and vulnerable sector screening dated within 30 days of start date is required

### **Closing Date**

- Submit cover letter and resume to [ashleigh@ccah.ca](mailto:ashleigh@ccah.ca) by **Monday, April 13, 2026**.