**Ethiopian Association KW**

**Volunteer Opportunities Booklet**

Join us in building a stronger, inclusive, and vibrant Ethiopian community in Kitchener-waterloo. We are seeking passionate volunteers to support our program and services across various areas.

1. **Social Media & Communication Assistant**

**Ethiopian Association of Kitchener-Waterloo**

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (in-person in Kitchener & remote)

**About Us**

The Ethiopian Association of Kitchener-Waterloo is a non-profit community organization dedicated to preserving and promoting Ethiopian culture, while supporting the integration and well-being of Ethiopian-Canadians. We are currently seeking a motivated **Social Media & Communication Assistant** to join our team and help strengthen our community outreach.

**Responsibilities**

* Develop and schedule engaging content for social media platforms (Facebook, Instagram, X, LinkedIn).
* Support communication strategies to promote events, programs, and initiatives.
* Assist in creating newsletters, press releases, and community updates.
* Monitor and respond to messages, comments, and inquiries across platforms.
* Capture and share photos/videos at events (as needed).
* Collaborate with staff and volunteers to ensure consistent branding and messaging.
* Provide weekly updates to the Executive Director or Communications Lead.

**Qualifications**

* Strong written and verbal communication skills.
* Ability to work collaboratively in a team environment.
* Cultural awareness and sensitivity to diverse communities.
* Familiarity with social media platforms and basic content creation tools.
* Previous experience in communications, marketing, or community engagement is an asset.

**Expectations & Requirements**

* Police clearance and vulnerable sector check.
* Resume and cover letter submission.
* Background and reference checks.
* Participation in orientation and training sessions.
* First Aid or other trainings as needed (provided if required).

**Benefits**

* Gain valuable hands-on experience in communications and community engagement.
* Receive a professional reference upon successful completion.
* Meaningful contribution to strengthening cultural and community connections.
* Orientation and training provided to support your role.

**How to Apply**

Please submit your **resume and cover letter** to:  
📧 ed@eakw.ca  
📅 Application Deadline: October 11,2025 Mid night

1. **Community Outreach & Engagement Assistant**

**Ethiopian Association of Kitchener-Waterloo**

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (in-person in Kitchener & remote)

**About Us**

The Ethiopian Association of Kitchener-Waterloo is a non-profit community organization dedicated to preserving and promoting Ethiopian culture while supporting the integration, empowerment, and well-being of Ethiopian-Canadians. We are seeking a dedicated **Community Outreach & Engagement Assistant** to help strengthen connections with our community members, partners, and stakeholders.

**Responsibilities**

* Assist with planning and delivering outreach programs and events.
* Build relationships with community members, partners, and local organizations.
* Help recruit, coordinate, and support volunteers.
* Gather community feedback to inform programs and services.
* Support event logistics such as registrations, promotion, and follow-up.
* Represent the Association at community events and meetings as needed.
* Provide weekly updates to the Executive Director or Outreach Lead.

**Qualifications**

* Strong communication and interpersonal skills.
* Ability to work effectively in a team and independently.
* Cultural awareness and sensitivity to diverse communities.
* Interest or experience in community engagement, outreach, or social services is an asset.
* Strong organizational and problem-solving skills.

**Expectations & Requirements**

* Police clearance and vulnerable sector check.
* Resume and cover letter submission.
* Background and reference checks.
* Participation in orientation and training sessions.
* First Aid or other trainings as needed (provided if required).

**Benefits**

* Gain hands-on experience in community outreach and program delivery.
* Develop teamwork and leadership skills.
* Receive a professional reference upon successful completion.
* Make a meaningful contribution to the Ethiopian-Canadian community.
* Orientation and training provided to support your role.

**How to Apply**

Please submit your **resume and cover letter** to:  
📧 ed@eakw.ca  
📅 Application Deadline: October 11,2025 Mid night

**3.Fundraising Assistant**  
Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (in-person in Kitchener & remote)

**About Us**

The Ethiopian Association of Kitchener-Waterloo is a non-profit community organization dedicated to preserving and promoting Ethiopian culture, while supporting the integration and well-being of Ethiopian-Canadians. We are currently seeking a motivated **Fundraising Assistant** to support our fundraising campaigns, donor engagement, and community partnerships that sustain and grow our programs.

**Responsibilities**

* Assist in planning and implementing fundraising initiatives and campaigns.
* Research potential donors, sponsors, and grant opportunities.
* Support donor communications including thank-you letters, updates, and reports.
* Help coordinate fundraising events (both virtual and in-person).
* Track donations, pledges, and fundraising progress.
* Collaborate with staff and volunteers to maximize fundraising efforts.
* Provide weekly updates to the Executive Director or Fundraising Lead.

**Qualifications**

* Strong communication and interpersonal skills.
* Teamwork and collaboration abilities.
* Cultural awareness and sensitivity to diverse communities.
* Organizational and time-management skills.
* Experience in fundraising, sales, marketing, or event planning is an asset.

**Expectations & Requirements**

* Police clearance and vulnerable sector check.
* Resume and cover letter submission.
* Background and reference checks.
* Participation in orientation and training sessions.
* First Aid or other trainings as needed (provided if required).

**Benefits**

* Gain valuable hands-on experience in fundraising and donor relations.
* Develop professional skills in non-profit development and event planning.
* Receive a professional reference upon successful completion.
* Meaningful contribution to sustaining programs and services in the community.
* Orientation and training provided to support your role.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline:October 11, 2025 Midnight**

1. **Volunteer Coordinator Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (in-person in Kitchener & remote)

**About Us**

The Ethiopian Association of Kitchener-Waterloo is a non-profit community organization dedicated to preserving and promoting Ethiopian culture while supporting the integration, empowerment, and well-being of Ethiopian-Canadians. We are seeking a motivated Volunteer Coordinator Assistant to help us strengthen our volunteer program and ensure meaningful experiences for those who give their time and talents to our community.

**Responsibilities**

* Assist with volunteer recruitment, onboarding, and scheduling.
* Maintain up-to-date volunteer records and contact lists.
* Support communication with volunteers through emails, calls, and updates.
* Help organize volunteer orientations, trainings, and appreciation events.
* Track volunteer hours and prepare regular reports.
* Work closely with the Volunteer Coordinator and Executive Director to address volunteer needs and feedback.
* Promote a welcoming and inclusive volunteer environment.

**Qualifications**

* Strong communication and interpersonal skills.
* Ability to work collaboratively in a team environment.
* Cultural awareness and sensitivity to diverse communities.
* Organizational skills and attention to detail.
* Previous experience in volunteer coordination, administration, or community engagement is an asset.

**Expectations & Requirements**

* Police clearance and vulnerable sector check.
* Resume and cover letter submission.
* Background and reference checks.
* Participation in orientation and training sessions.
* First Aid or other trainings as needed (provided if required).

**Benefits**

* Gain valuable experience in volunteer coordination and nonprofit administration.
* Develop leadership, communication, and organizational skills.
* Receive a professional reference upon successful completion.
* Meaningful opportunity to contribute to the Ethiopian community.
* Orientation and training provided to support your role.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11, 2025 Midnight**

1. **Grant and Proposal Writer Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (in-person in Kitchener & remote)

**About Us**

The Ethiopian Association of Kitchener-Waterloo is a non-profit community organization dedicated to preserving Ethiopian heritage, empowering community members, and providing essential support services. We are looking for a Grant and Proposal Writer Assistant to help us expand funding opportunities, strengthen our programs, and enhance sustainability.

**Responsibilities**

* Research and identify grant opportunities from government, foundations, and private organizations.
* Assist in drafting, editing, and formatting grant applications and proposals.
* Gather supporting documents, data, and community impact stories.
* Work with program staff to align proposals with organizational goals.
* Maintain a calendar of funding deadlines and track submissions.
* Support follow-up reporting and compliance requirements for awarded grants.

**Qualifications**

* Strong written communication skills, with attention to detail.
* Ability to research and synthesize information effectively.
* Teamwork and collaboration skills.
* Cultural awareness and sensitivity to diverse communities.
* Experience in grant writing, fundraising, or nonprofit work is an asset but not required.

**Expectations & Requirements**

* Police clearance and vulnerable sector check.
* Resume and cover letter submission.
* Background and reference checks.
* Participation in orientation and training sessions.
* Willingness to take additional training as required.

**Benefits**

* Gain valuable experience in grant writing and nonprofit fundraising.
* Build professional writing and research skills.
* Receive a professional reference upon successful completion.
* Make a meaningful contribution to sustaining vital community services.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11, 2025 Midnight**

1. **Drop-in and Settlement Program Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (in-person at the Family Centre & remote support as needed)

**About Us**

The Ethiopian Association of Kitchener-Waterloo is committed to supporting newcomers, families, and individuals through cultural, social, and settlement services. Our Drop-in and Settlement Program offers a safe and welcoming space where community members can access resources, build connections, and receive guidance. We are looking for a dedicated Drop-in and Settlement Program Assistant to support these important services.

**Responsibilities**

* Assist in organizing and facilitating drop-in sessions for community members.
* Provide newcomers with information on settlement services, housing, employment, and education.
* Support program participants with filling out forms, applications, or accessing resources.
* Help plan and coordinate activities, workshops, and information sessions.
* Maintain accurate records of attendance and program activities.
* Work with staff and volunteers to create a welcoming, culturally sensitive environment.

**Qualifications**

* Strong communication and interpersonal skills.
* Teamwork and collaboration skills.
* Cultural awareness and sensitivity, particularly to the experiences of immigrants and refugees.
* Organizational skills and attention to detail.
* Experience in community services, social work, or settlement support is an asset but not required.

**Expectations & Requirements**

* Police clearance and vulnerable sector check.
* Resume and cover letter submission.
* Background and reference checks.
* Participation in orientation and training sessions.
* Willingness to take additional training (first aid, settlement support, etc.) as required.

**Benefits**

* Gain hands-on experience in community and settlement services.
* Develop professional skills in client support and program coordination.
* Receive a professional reference upon successful completion.
* Make a meaningful contribution to newcomers and families in the community.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11, 2025 Midnight**

1. **Administrative Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & remote support as needed)

**About Us**

The Ethiopian Association of Kitchener-Waterloo provides cultural, social, and settlement support to the Ethiopian and broader community. We are seeking a reliable Administrative Assistant to help with day-to-day operations and ensure smooth organizational functioning.

**Responsibilities**

* Support the Executive Director and staff with scheduling, correspondence, and document preparation.
* Assist with filing, data entry, and maintaining organizational records.
* Respond to emails, phone calls, and general inquiries.
* Help prepare meeting agendas, minutes, and reports.
* Support coordination of office supplies and resources.
* Provide administrative support for events, programs, and fundraising activities.

**Qualifications**

* Strong organizational and multitasking skills.
* Good written and verbal communication skills.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) or Google Workspace.
* Attention to detail and accuracy.
* Prior experience in office administration is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and reference checks.
* Commitment to confidentiality and professionalism.
* Participation in orientation and training sessions.

**Benefits**

* Gain valuable administrative and organizational experience.
* Build professional skills in communication and office management.
* Receive a professional reference upon successful completion.
* Contribute to the efficiency and impact of community programs.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11 2025 Midnight**

1. **Event Coordination Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & remote support as needed)

**About Us**

The Ethiopian Association of Kitchener-Waterloo provides cultural, social, and settlement support to the Ethiopian and broader community. We are seeking an Event Coordination Assistant to help plan, organize, and execute community events and cultural celebrations.

**Responsibilities**

* Assist in planning and organizing community events, workshops, and cultural celebrations.
* Support logistics, including venue setup, registration, and scheduling.
* Coordinate with vendors, volunteers, and community partners.
* Help design event promotion materials and assist with outreach.
* Provide on-site support during events, ensuring smooth execution.
* Collect feedback from participants and contribute to event evaluation.

**Qualifications**

* Strong organizational and multitasking skills.
* Good communication and teamwork abilities.
* Creative thinking and problem-solving skills.
* Experience with event planning or coordination is an asset but not required.
* Cultural awareness and willingness to work in a diverse community setting.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and reference checks.
* Orientation and training participation.
* Flexibility to work occasional evenings or weekends during events.

**Benefits**

* Gain hands-on experience in event planning and coordination.
* Build teamwork, communication, and organizational skills.
* Receive a professional reference upon successful completion.
* Contribute to meaningful community and cultural initiatives.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11, 2025 Midnight**

1. **IT Support and Web Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & remote support as needed)

**About Us**

The Ethiopian Association of Kitchener-Waterloo provides cultural, social, and settlement support to the Ethiopian and broader community. We are seeking an IT Support and Web Assistant to strengthen our digital presence and provide technical assistance to staff, volunteers, and community members.

**Responsibilities**

* Provide basic IT support to staff and volunteers (troubleshooting software, hardware, and connectivity issues).
* Assist in maintaining and updating the organization’s website and social media platforms.
* Support the setup of online meetings, events, and hybrid sessions.
* Monitor and ensure data security and safe technology use.
* Help train staff/volunteers in digital tools as needed.
* Contribute ideas to improve the association’s online engagement and accessibility.

**Qualifications**

* Strong knowledge of computers, IT systems, and troubleshooting.
* Familiarity with website management (WordPress, Wix, or similar platforms).
* Comfort with digital tools (Zoom, Teams, Google Workspace, etc.).
* Good communication and teamwork skills.
* Cultural awareness and sensitivity in a diverse community.
* Prior IT/web experience is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and reference checks.
* Orientation and training participation.
* Flexibility to provide support during events and occasional evenings/weekends.

**Benefits**

* Gain practical experience in IT support and web management.
* Strengthen digital and problem-solving skills in a community setting.
* Receive a professional reference upon successful completion.
* Contribute to meaningful community and cultural initiatives.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11, 2025 Midnight**

1. **Research and Policy Assistant**  
   *Ethiopian Association of Kitchener-Waterloo*

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)

**Location:** Hybrid (Family Centre office & remote research support)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Research and Policy Assistant to help analyze community issues, support advocacy work, and strengthen our evidence-based initiatives.

**Responsibilities**

* Conduct research on social, cultural, settlement, and policy issues affecting the Ethiopian community.
* Summarize findings in briefs, reports, and presentations.
* Assist in writing policy recommendations and position papers.
* Track local, provincial, and federal policies relevant to immigrant and refugee communities.
* Support grant and program proposals with research-based evidence.
* Collaborate with staff and volunteers to integrate research into advocacy and programming.

**Qualifications**

* Strong research, writing, and analytical skills.
* Familiarity with policy analysis and community development issues.
* Ability to summarize complex information in accessible language.
* Comfortable using academic databases, online sources, and government publications.
* Team player with good communication and organizational skills.
* Prior research or policy experience is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and reference checks.
* Orientation and training participation.
* Flexibility to meet deadlines and support community advocacy work.

**Benefits**

* Gain hands-on experience in research and policy work.
* Build writing, analysis, and advocacy skills.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on immigrant and refugee communities.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 **ed@eakw.ca**  
📅 **Application Deadline: October 11,2025 Midnight**

1. **Youth Program Assistant**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & virtual support)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Youth Program Assistant to help plan, implement, and evaluate activities that engage young people and support their personal, social, and educational development.

**Responsibilities**

* Assist in planning and delivering youth programs, workshops, and events.
* Support the recruitment, registration, and onboarding of youth participants.
* Engage with youth participants to provide guidance and mentorship.
* Help monitor program participation and outcomes, preparing summaries and reports.
* Collaborate with staff and volunteers to create a safe, inclusive, and welcoming environment.
* Assist with promotion and communication for youth activities via social media and other channels.

**Qualifications**

* Interest in youth development, education, or social services.
* Strong interpersonal and communication skills.
* Ability to work with diverse youth populations in a culturally sensitive manner.
* Organized, reliable, and able to manage multiple tasks.
* Experience in program coordination, mentorship, or volunteer work is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and Vulnerability Sector Checks.
* Orientation and training participation.
* Flexibility to support program activities, including occasional evenings or weekends.

**Benefits**

* Gain hands-on experience in youth program planning and delivery.
* Develop leadership, mentorship, and organizational skills.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on youth in the Ethiopian and broader community.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight

1. **Volunteer Driver**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 3–5 hours/week (flexible schedule)  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Local (Kitchener-Waterloo area)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Volunteer Driver to assist with safe transportation of participants, supplies, and materials for programs and events.

**Responsibilities**

* Safely transport staff, volunteers, and program participants to and from Association activities.
* Deliver program supplies, equipment, and materials as needed.
* Maintain a clean, safe, and well-functioning vehicle.
* Follow schedules and ensure punctuality for all transportation tasks.
* Report any vehicle issues or incidents promptly to the program coordinator.

**Qualifications**

* Valid driver’s license and a clean driving record.
* Familiarity with local roads and traffic regulations.
* Responsible, reliable, and punctual.
* Good interpersonal and communication skills.
* Ability to lift and carry moderate loads.
* Prior volunteer driving experience is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and Vulnerability Sector Checks.
* Orientation and training participation.
* Flexibility to accommodate occasional evenings or weekends.

**Benefits**

* Gain experience supporting community programs and events.
* Contribute directly to the well-being of the Ethiopian and broader community.
* Receive a professional reference upon successful completion.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight

1. **Volunteer Child Care Assistant**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Family Centre office, Kitchener-Waterloo

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Volunteer Child Care Assistant to help create a safe, nurturing, and engaging environment for children during community programs and events.

**Responsibilities**

* Supervise and engage with children during programs, activities, and events.
* Assist in planning and facilitating age-appropriate games, crafts, and learning activities.
* Ensure the safety, well-being, and positive behavior of all children.
* Support program staff with setup, cleanup, and organization of materials.
* Communicate with parents and guardians as needed under staff guidance.

**Qualifications**

* Interest in child development, early childhood education, or caregiving.
* Patient, compassionate, and reliable.
* Good communication and interpersonal skills.
* Ability to work with children of diverse backgrounds.
* Experience in child care, tutoring, or volunteer work is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and vulnerability Sector checks.
* Orientation and training participation.
* Flexibility to support program schedules, including occasional evenings or weekends.

**Benefits**

* Gain hands-on experience in child care and youth program support.
* Develop skills in supervision, organization, and early childhood engagement.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on children and families in the community.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight

1. **Volunteer Tutor**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 3–6 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)

**Location:** Hybrid (Family Centre office & online tutoring support)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for Volunteer Tutors to provide academic support to youth and adult learners, helping them achieve educational goals and build confidence in their learning.

**Responsibilities**

* Provide one-on-one or small group tutoring in subjects such as math, English, science, or other areas of need.
* Assist learners in developing study skills, homework support, and exam preparation strategies.
* Adapt tutoring approaches to meet individual learning styles and needs.
* Track student progress and report observations to program staff.
* Collaborate with staff and volunteers to ensure a supportive and positive learning environment.

**Qualifications**

* Strong knowledge in one or more academic subjects.
* Patience, adaptability, and strong communication skills.
* Ability to motivate and encourage learners.
* Prior tutoring, teaching, or mentoring experience is an asset but not required.
* Comfortable using online platforms for remote tutoring support (Zoom, Google Meet, etc.).

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and vulnerability Sector Checks.
* Orientation and training participation.
* Flexibility to support tutoring schedules, including evenings or weekends if needed.

**Benefits**

* Gain hands-on experience in tutoring, mentorship, and educational support.
* Develop teaching, communication, and leadership skills.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on learners’ academic success.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 15, 2025 Midnight

1. **Volunteer Errand Runner**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 3–5 hours/week (flexible schedule)  
**Duration:** 6 months (October 1, 2025 – March 31, 2026)  
**Location:** Local (Kitchener-Waterloo area)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Volunteer Errand Runner to assist staff and volunteers by performing essential errands that help our programs run smoothly.

**Responsibilities**

* Pick up and deliver supplies, documents, and materials for seniors and ill individuals.
* Assist with grocery, postal, or other community-related errands as needed.
* Support staff in organizing and preparing for events and activities.
* Communicate clearly with staff regarding completed errands and any issues encountered.
* Maintain confidentiality and handle items with care.

**Qualifications**

* Reliable and punctual.
* Strong organizational and communication skills.
* Ability to lift and carry moderate loads.
* Familiarity with local area and transportation options.
* Experience in volunteer or community support work is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and Vulnerability Sector Checks.
* Orientation and training participation.
* Flexibility to assist with errands during weekdays and occasional weekends.

**Benefits**

* Gain experience supporting community programs and operations.
* Contribute directly to the success of community events and services.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on the Ethiopian and broader community.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight

1. **Volunteer Interpreter and Document Support Service**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & remote support)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for Volunteer Interpreters and Document Support Assistants to help community members access services, navigate administrative processes, and communicate effectively with staff and service providers.

**Responsibilities**

* Provide interpretation services for community members in person, by phone, or virtually.
* Assist community members in completing forms, applications, and official documents.
* Translate written materials between English and relevant languages as needed.
* Maintain confidentiality and professionalism at all times.
* Support staff in ensuring community members understand program services and procedures.

**Qualifications**

* Fluency in English and one or more community languages (e.g., Amharic, Tigrinya, Oromo, etc.).
* Strong communication and interpersonal skills.
* Attention to detail and accuracy in both oral and written translation.
* Ability to work respectfully and sensitively with diverse populations.
* Experience in interpretation, translation, or document support is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance and reference checks.
* Orientation and training participation.
* Flexibility to assist during scheduled program hours, including occasional evenings or weekends.

**Benefits**

* Gain experience in community interpretation and document support.
* Develop professional communication and cross-cultural skills.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on immigrant and refugee communities.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight

1. **Volunteer Job Coordinator**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & remote support)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Volunteer Job Coordinator to help connect community members with employment opportunities, support career development initiatives, and coordinate job-related programs and workshops.

**Responsibilities**

* Assist community members in accessing employment resources and job opportunities.
* Coordinate and support job readiness workshops, career counseling sessions, and skill-building activities.
* Track program participation, outcomes, and follow-ups.
* Maintain relationships with local employers, community partners, and stakeholders.
* Collaborate with staff and volunteers to enhance employment programs.

**Qualifications**

* Interest in career development, employment services, or community support.
* Strong organizational, communication, and interpersonal skills.
* Ability to work with diverse populations in a culturally sensitive manner.
* Experience in career coaching, mentoring, or volunteer coordination is an asset but not required.
* Comfortable using basic office software and online platforms.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance
* Orientation and training participation.
* Flexibility to assist during scheduled program hours, including occasional evenings or weekends.

**Benefits**

* Gain experience in job coordination, career counseling, and program support.
* Develop leadership, organization, and networking skills.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on employment outcomes for community members.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight

1. **Volunteer Housing Coordinator**  
   Ethiopian Association of Kitchener-Waterloo

**Position Type:** Volunteer  
**Commitment:** 5–10 hours/week  
**Duration:** 6 months (October 15, 2025 – April 15, 2026)  
**Location:** Hybrid (Family Centre office & remote support)

**About Us**

The Ethiopian Association of Kitchener-Waterloo supports the Ethiopian and broader community through cultural, settlement, and social programs. We are looking for a Volunteer Housing Coordinator to assist community members in accessing safe, affordable housing and support housing-related programs and initiatives.

**Responsibilities**

* Assist community members in finding and applying for suitable housing.
* Provide information on rental processes, tenant rights, and local housing resources.
* Coordinate housing support programs, workshops, and referrals.
* Maintain records of housing inquiries, applications, and follow-ups.
* Collaborate with staff, volunteers, and community partners to enhance housing services.

**Qualifications**

* Interest in housing support, settlement services, or community development.
* Strong organizational, communication, and interpersonal skills.
* Ability to work with diverse populations in a culturally sensitive manner.
* Knowledge of local housing resources is an asset but not required.
* Experience in community support, social services, or volunteer work is an asset but not required.

**Expectations & Requirements**

* Resume and cover letter submission.
* Police clearance.
* Orientation and training participation.
* Flexibility to support housing programs during scheduled hours, including occasional evenings or weekends.

**Benefits**

* Gain hands-on experience in housing support and community services.
* Develop skills in coordination, advocacy, and problem-solving.
* Receive a professional reference upon successful completion.
* Opportunity to make a meaningful impact on housing access for immigrant and refugee communities.
* Orientation and training provided.

**How to Apply**

Please submit your resume and cover letter to:  
📧 ed@eakw.ca

📅 **Application Deadline:** October 11, 2025 Midnight